

Committee of the Whole Meeting

December 2, 2025

5:45 p.m., Items 1-2, Richmond Room
6:00 p.m., Item 3, *Recess, Council Chambers
*By-law/Policy Committee Meeting
7:00 p.m., Items 4-18, Council Chambers

AGENDA

- 1. Call to Order**
- 2. In Camera**
 - a) Setting a minimum price to be accepted for the property tax sale
- 3. Recess**
- 4. Opening Acknowledgement**
- 5. Items Added / Approval of Agenda**
- 6. Review of Minutes**
 - a) November 12, 2025
- 7. Presentation**
 - a) Josie Robinson, Community Engagement and Public Relations Manager, Dr. Kingston Memorial Community Health Centre, Re: Media Literacy and its compounding effects on public health and safety
- 8. New Business**
 - a) Implementation of a fire levy on property owners in Point Tupper – Staff Briefing Note
- 9. Warden, Re:**
 - a) Review of Warden’s Council Report – November 2025
 - b) Firearm Training
- 10. CAO, Re:**
 - a) Administration Operations Report
- 11. Community Acknowledgements**
- 12. Correspondence**
 - a) Action Required
 - i. n/a

- b) For Information Only
- i. Eastern Counties Regional Library 2024-2025 Annual Report
 - ii. Letter from Dorothy Booher, Richmond County Resident, Re: Request to transition away from Facebook for municipal outreach
 - iii. Letter from the Honourable John A. MacDonald, Minister of Municipal Affairs, Re: Review of Community Financial Numbers
 - iv. Letter from Paul LaFleche, Executive Deputy Minister, Department of Municipal Affairs, Re: Follow-up on Community Financial Numbers

13. Unfinished Business

- a) Richmond Arena – Staff Briefing Note

14. Review of Cheques Issued – November cheques will be reviewed at the January 13, 2026, Committee of the Whole.

15. Review of Action Items

16. Items Added to the Agenda

17. 15-Minute Question Period - (902) 226-9885

(Not Restricted to Items on the Agenda)

18. Adjournment

Question Period Details

Phone in number – (902) 226-9885

Any member of the public may ask a question on any item. A maximum of fifteen (15) minutes is set aside for Question Period. Anyone wishing to ask a question, either in person or by phone, must identify who they are before asking the question.

Comments must be phrased in the form of a question. Council will hear the question and will answer if appropriate.

No person speaking during Question Period shall:

- Speak disrespectfully
- Use offensive words
- Disobey the rules of order or a decision of the Chair

* Meeting will be live-streamed via the [MOCR YouTube Channel](#)



Committee of the Whole Meeting

November 12, 2025

- Location: Council Chambers
- Present: Warden Lois Landry, Deputy Warden Amanda Mombourquette (Virtual), Councillor Brian Marchand, Councillor Brent Sampson, Councillor Shawn Samson
- Staff: Troy MacCulloch, Chief Administrative Officer (CAO), Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk
- Regrets: Kathleen Jeffrey, Director of Finance

1. Call to Order

Warden Lois Landry called the meeting to order at 7:00 p.m.

2. Opening Acknowledgement

The Warden read the following acknowledgment:

We are proud to acknowledge that we are gathered today on Unama'ki, the Land of Fog, a part of Mi'kma'ki, the unceded traditional territory of the Mi'kmaq people since time immemorial. We honour and thank the Mi'kmaq for sharing their land and home with us.

3. Items Added to the Agenda (Approval of Agenda)

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the agenda be approved.

Motion carried.

4. Review of Minutes – October 14, 2025

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the minutes of the October 14, 2025, Committee of the Whole meeting be adopted as presented.

Motion carried.



5. Presentation of Food Bank Cheques

For information only.

6. Presentation

- a) Laura Emery (Virtual), Chief Executive Officer, Eastern Counties Regional Library – Re: Eastern Counties Regional Library Funding Overview

Laura Emery presented the Eastern Counties Regional Library Funding Overview presentation.

- b) Cameron Martin (Virtual), Economic Consulting & Advisory, AECOM, and Martin Thomsen, Manager of Energy Sector Development, Municipality of the County of Richmond/Town of Port Hawkesbury – Re: Business Case and Options Appraisal for Establishing an Offshore Wind Centre of Excellence
Cameron Martin and Martin Thomsen presented the Business Case and Options Appraisal for Establishing an Offshore Wind Centre of Excellence presentation.

7. New Business

- a) Increases in fire protection rates for the St. Peter's - Samsonville & Area Water Utility as approved by the Nova Scotia Utility and Review Board

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that to enable Council to enter into budget deliberations with a full picture of our current relationship with the Village of St. Peter's, and to help us build a path forward on a solid and informed foundation, and in keeping with our Strategic Plan goal on leading and engaging stakeholders to strengthen our relationship with other local governments, including the Village Commission, the Committee of the Whole recommend to Council that a subcommittee be struck consisting of Richmond County staff and Council, and that Village staff and Commissioners be invited to participate for the purpose of reviewing the full scope of the County/Village relationship, and to provide an update to Council prior to budget deliberations.

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that the main motion be amended to remove elected officials from the creation of a report, and that it be a staff-led initiative.



Motion defeated with two (2) in favour and three (3) opposed. (Nay: Warden Lois Landry, Deputy Warden Amanda Mombourquette, Councillor Shawn Samson)

The main motion carried with three (3) in favour and two (2) opposed. (Nay: Councillor Brent Sampson, Councillor Brian Marchand)

- b) Grant request from the Friends of St. John's Arichat for the Tier 1 Community Grant Funds in the amount of \$800

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to approve the Friends of St. John's Arichat grant request for the Tier 1 Community Grant Funds in the amount of \$800 and be allocated as follows: \$400 from the District 1 Fund and \$400 from the District 2 Fund.

Motion carried.

- c) Allocation of surplus funds and transfers from the Municipality's Operating Reserve

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to approve the transfer of \$909,500 from the Operating Reserve as follows:

- \$500,000 for landfill closure
- \$200,000 for strategic priorities of Council
- \$189,500 for the solar PV system, and
- \$20,000 for the ECRL Hub Project

Motion carried.

- d) Write off of inactive accounts

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council to approve the Finance Department's request to write off the principal and interest associated with the attached inactive accounts in the total amount of \$33,137.34.

Motion carried.



8. Warden, Re:

- a) Review of Warden's Council Report – October 2025
- b) Volunteer Recognition

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council that staff, with advice from the Recreation Advisory Committee, explore the opportunities and costs associated with a Volunteer Appreciation/Recognition Event to be considered at budget deliberations.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the main motion be amended by adding “and checking in with volunteer organizations” after the Recreation Advisory Committee, and removing “Event.”

Motion carried with four (4) in favour and one (1) opposed. (Nay: Councillor Brent Sampson)

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council that staff, with advice from the Recreation Advisory Committee and checking in with volunteer organizations, explore the opportunities and costs associated with a Volunteer Appreciation/Recognition to be considered at budget deliberations.

Motion carried with four (4) in favour and one (1) opposed. (Nay: Councillor Brent Sampson)

9. CAO, Re:

- a) Administration Operations Report
For information only.

10. Community Acknowledgements

For information only.

11. Correspondence

- a) Action Required
 - i. Letter from Andree Sampson, L'Ardoise Christmas Parade, Re:
Invitation to participate in the Parade of Floats & Lights
For information only.



- ii. Letter from Jim Mustard, Founder/Board Chair, Raising the Villages, Re: Request for support for the Regional Well-Being Conference and the Richmond County Intergenerational Health Fair

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council to support the March 26th Wagmatcook Regional Well-Being Conference at \$500 and the Richmond County Intergenerational Health Fair to be held in Richmond County in early 2026 at \$1,000, to be allocated from the Sponsorship Budget.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the main motion be amended to include “contingent on both events taking place.”

Motion carried with four (4) in favour and one (1) opposed. (Nay: Councillor Brian Marchand)

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council to support the March 26th Wagmatcook Regional Well-Being Conference at \$500 and the Richmond County Intergenerational Health Fair to be held in Richmond County in early 2026 at \$1,000, to be allocated from the Sponsorship Budget, contingent on both events taking place.

Motion carried with three (3) in favour and two (2) opposed. (Nay: Councillor Brent Sampson, Councillor Brian Marchand)

- iii. The Nova U15 Major Hockey Team Annual Media Guide Fundraiser For information only.

b) For Information Only

- i. Letter from the Honourable John A. MacDonald, Minister of Municipal Affairs, Re: New role as Minister of Municipal Affairs
- ii. Letter from Property Valuation Services Corporation (PVSC), Re: Property Assessment and the Municipal Modernization Act (Bill No.141)



Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the Committee of the Whole recommend to Council that staff contact PVSC to invite them to do a presentation.

Motion carried.

- iii. Eastern Counties Regional Library Board, Re: Announcement of new Board Chair
- iv. Letter from Marie Burkey, Volunteer Co-ordinator, Adult Drop-In Centre, Re: MOCR Donation
- v. MOCR letter to the Honourable John MacDonald, Minister of Municipal Affairs, Re: Code of Conduct for Municipal Elected Officials
- vi. MOCR letter to St. Anne's Community Nursing Care Centre Board of Directors, Re: Board of Directors
- vii. Letter from the Municipality of East Hants to the Honourable John A. MacDonald, Minister of Municipal Affairs, Re: Bill 141

12. Review of Action Items

a) Action Items

For information only.

13. Items Added to the Agenda

n/a

14. 15 Minute Question Period - (902) 226-9885

Linus Mury approached Council.

15. Adjournment

There being no further business, the Chair adjourned the meeting at 9:15 p.m.

Chairperson

Municipal Clerk



Program findings and impacts in Richmond County:

CTRL-F: Find the Facts
(Media Literacy Skills workshops)

About the Dr Kingston Memorial



- Interdisciplinary team based care
- Seniors Healthcare navigation
- Community programs
- We are community governed!

A whole person approach to health!

My experience:



- It's my job to make important connections between healthcare and the community we serve!
- I bring 7 years of digital media experience.
- I have taught workshops and planned programming in K-12 schools, universities, and cultural institutions across atlantic Canada

About the program: A collaborative effort!



A Non-partisan canadian charity that aims to strengthen democracy by improving **civic engagement** among youth in K-12 schools



A skills based program to help learners find and **evaluate online information**, and determine what to trust.

Started in schools, and now has expanded to community!



Since 2013, we have been a **health home** in Richmond County.

We offer many kinds of care under one roof, as well as community programs to improve social outcomes.

Presented in: L'Ardoise, Petit de Grat, and more to come!

Acknowledging the soft skills gap

Digital Literacy

- The **ability to access, find and/or create** online information
- Create and log in to basic accounts (Email, social media, online banking)
- Knowing how to use search engines, online encyclopedias etc to find information.

Transition



Media literacy

- The ability to **navigate** and **analyze** information
- Understand how algorithms shape what you see
- Develop ways to fact check.
- Develop ways to vet expertise and credibility

We get people online... but then what?

- 45% of Canadians now turn to social media as their first source of news, according to [a 2023 report by Reuters](#)
- Stereotypes are eroding: 82 percent of seniors use the internet daily, [according to Statistics Canada.](#)
- Our media landscape is smaller and more concentrated than the US. As an unintended consequence, Canadians watch a lot of American news.
- Online influencers in Canada now have more reach than all canadian news outlets combined. ([Source: Canadian Media Ecosystem Observatory](#))

The flow of info: Traditional media vs social media

Traditional media:

- Real people curated information.
- These people had to gain expertise and experience. This took a long time, and slowed the pace of dissemination.

Social media:

- **Algorithms** curate information.
- Algorithms are trained on your behaviour.
- Algorithms do not care about or understand things like context and nuance.
- Content with the strongest reaction gets the most visibility, and this speeds up dissemination. (going viral)

We can no longer verify information **from social cues** like we used to

Information bubbles:

- When you aren't paying for the product, **you are the product.**
- **Our internet intake has narrowed:** We stay on our favourite apps, and don't branch out as much as we used to.
- **The big 5 tech companies** own most of the internet, and have been tracking your behaviour for decades.
- Companies are incentivised to **keep us on their platforms** longer, often this happens by showing us the most emotionally charged content.

We can **no longer** assume we are all seeing **the same information**

The Facebook news ban (And the unintentional digital isolation)

78%
of Canadians
unaware of
the ban

According to a case study by the [Media Ecosystem Observatory](#).

Facebook use is the same, but News is intake less.

[According to Reuters](#), users came back in the same numbers and frequency after the ban. Users either aren't looking for news or haven't noticed its absence.

Local news is vulnerable

The people hardest hit are independently operated and small community news outlets. Our media landscape in Canada is getting smaller, and dominated by bigger players.

Platform tunnel vision:

We cannot lose our shared sense of reality



The harsh reality:

The Internet is increasingly inseparable from our lives. You won't be able to opt out forever!

The powerful optimism:

Diversify your intake of the internet!
With some practice, there simple and free ways you can learn to learn how!
You have more access to information, and more control than anyone who has ever lived before you.



Observations from community:

- **The misplaced reputation of Youtube:** YouTube seems to have the same level of public trust as TV, even though their advertising standards are very different.
- **AI is a tool NOT a shortcut:** AI tools are being marketed to people with low levels of digital and media literacy as a quick way to catch up. This worries me especially for our seniors.

The way forward

- Above all else, normalize talking about these issues! No one is immune! No matter their age, culture, how much money they make etc. **We will all be fooled by fake content at some point.**
- **Find ways to consume canadian media.** We use it, or we lose it.
- Organizations need to be building ways to communicate with their clients **outside of Facebook.**
- Amplify the work of those spreading awareness and upholding digital rights. I recommend [The Media Ecosystem Observatory](#) and [Open Media](#)
- Normalize AI awareness and literacy in workplaces and schools, and develop responsible policies and use cases.
- Support and participate in community initiatives (Like ours and many more!)



Want to work us? Keep in touch!

Josie Robinson
Community Engagement and Public Relations Manager

902-587-2800 ext 4
cepr.dkmchc@gmail.com



BRIEFING NOTE

Municipality of the County of Richmond

Notice to Point Tupper Property Owners –
Implementation of Fire Levy Effective April 1, 2026

November 25, 2025

Purpose

To seek Council's authorization to issue formal notice to all property owners in Point Tupper that, effective April 1, 2026, a fire levy of \$.05 per \$100 of assessed value will be applied to their property tax bills, in accordance with the Municipal Government Act (MGA).

Background

During Council's 2025/2026 budget deliberations, Council had intentions to implement the Point Tupper fire levy on the final tax bill. Due to timing constraints in providing sufficient notice, we were unable to charge the levy for the 2025/2026 fiscal year. The Point Tupper area receives fire protection services, but property owners in this area have not been subject to a fire levy. Implementing a fire levy ensures that all properties contribute to the cost of providing fire protection services. Staff intend to provide written notice to Point Tupper property owners explaining the introduction of this levy, its purpose, and the effective date, as required by the Municipal Government Act.

Proposed Levy

Rate:

- \$0.05 per \$100 of taxable assessment

Area:

- All taxable properties within the defined Point Tupper boundaries.

Purpose:

- To fund the Municipality's contribution to fire protection services serving the Point Tupper area.

Effective Date:

- April 1, 2026, appearing as a new line on the interim and final tax billings for Point Tupper properties.

Recommendation

That Council approve providing formal written notice to all Point Tupper property owners advising that, effective April 1, 2026, a fire levy of \$0.05 per \$100 of assessment will be applied to their properties; and direct staff to complete all required notification, administrative, and communication steps to implement the levy in accordance with the Municipal Government Act.

Suggested Motion

WHEREAS the Municipality of the County of Richmond is authorized under the Municipal Government Act of Nova Scotia to levy area rates and fire protection charges on taxable property;

AND WHEREAS the Point Tupper area receives fire protection services and Council has determined that a dedicated fire levy should be applied to all taxable properties within this service area;

AND WHEREAS Council wishes to provide formal notice to all Point Tupper property owners of the implementation of a new fire levy;

THEREFORE BE IT RESOLVED THAT Council approve the issuance of written notice to all property owners in Point Tupper advising that, effective April 1, 2026, a fire levy of \$0.05 per \$100 of assessment will be applied to their property tax bills;

AND FURTHER THAT staff be directed to take all necessary administrative, communication, and implementation steps to include this levy on the April 1, 2026, tax levy billing.

Prepared By: Kathleen Jeffrey, Director of Finance

Contact Person: Kathleen Jeffrey, Director of Finance

Date: November 25, 2025



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Draft Letter to Residents

Re: Notice of New Fire Levy Effective April 1, 2026

Dear Property Owner,

The Municipality of the County of Richmond is providing formal notice that, effective April 1, 2026, all taxable properties in Point Tupper will be subject to a Fire Levy in the amount of \$0.05 per \$100 of taxable assessment.

This new levy will appear as a separate line item on your April 1, 2026, Tax Levy Billing.

The levy is being introduced to ensure that all properties within the Point Tupper area contribute toward the cost of fire protection services. Fire protection is an essential municipal service, and the Municipal Government Act of Nova Scotia provides municipalities with the authority to establish area rates and levies to fund these services.

Implementing a consistent fire levy ensures that fire protection costs are distributed equitably among all properties.

The fire levy is based on your property's taxable assessment as provided by Property Valuation Services Corporation (PVSC).

If you have questions about the new fire levy, how it is calculated, or how it applies to your property, please contact:

Kristina Kean
Departmental Administrator
(902)226-2400

The municipality will be conducting a Community Engagement Session for Point Tupper property owners at a place and time to be determined.

Sincerely,
Troy MacCulloch
Chief Administrative Officer
The Municipality of the County of Richmond

Warden's Report: November 2025

Event	Organization/Issue	Date(s)
NSFM Fall Conference	Conference	November 5-6, 2025
Remembrance Day Ceremony: EREC	Event	November 7, 2025
Remembrance Day Events: Branch 150 Legion, Isle Madame	Events	November 11, 2025
Chiefs, Mayors, Wardens Meeting	Meeting	November 12, 2025
RFP Review Meeting	Meeting	November 12, 2025
RFP Review Meeting (virtual)	Meeting	November 17, 2025
CBC interview	Media	November 17, 2025
Brela Tour	Tour	November 19, 2025
CBREN Liaison and Oversight Committee Mtg (virtual)	Meeting	November 21, 2025
Fire Services Meeting (ex officio member)	Meeting	November 22, 2025
Media interview: Dept. of Opportunities and Social Dev't	Media	November 24, 2025
Coastal Protection Information Session	Presentation	November 26, 2025
Fire Services Meeting (ex officio member)	Meeting	November 26, 2025
EDPC Board Meeting	Meeting	November 27, 2025
Chamber of Commerce Fall Dinner and Awards Gala	Event	November 27, 2025

Meetings of Council or Meetings where all Councillors are present:

Meeting	Date
Planning Advisory/Heritage Committee	November 4, 2025
Bylaw/Policy Committee	November 12, 2025
Committee of the Whole Meeting	November 12, 2025
Bylaw/Policy Committee	November 24, 2025
Regular Council Meeting	November 25, 2025

Note: For review; list does include matters related to District 2 residents' concerns

Memorandum

To: Richmond County Council

From: Lois Landry, Warden and Councillor for District 2

Date: November 26, 2025

RE: Agenda Item – Committee of the Whole, December 2, 2025: FSC Training

Background:

Residents across Richmond County have repeatedly raised concerns about increasing deer populations. These issues have been noted during several Council meetings, along with our ongoing requests for Provincial intervention.

This year, the Province made changes to the deer hunting season:

- The general season was extended;
- The minimum hunting age was reduced from 16 to 12; and
- Eleven Sundays were added.

(Press release: [Changes to Hunting Regulations Effective October 1 | Government of Nova Scotia News Releases](#))

These updates have generated interest among residents—especially those who work during the week—but many first-time hunters face training barriers.

To participate in the fall deer hunt, individuals must complete both the *Hunter Education Course* and the *Non-Restricted Firearms Safety Course*. While the *Hunter Education Course* is available online, the *Firearms Safety Course* is not. The course runs 11 hours and is typically offered across two late-evening sessions or a Saturday plus one evening. The nearest regular location, East Bay, is difficult for residents to access given course times. As the only routinely scheduled site in Cape Breton, sessions often fill quickly, particularly before hunting season.

Earlier this fall, I explored the possibility of hosting a course locally to help increase the number of trained hunters. However, beyond participant fees, organizers must cover instructor travel and facility rental.

I am proposing that the Municipality host a session in late summer or early fall of 2026, covering instructor travel and facility costs. Participants would still pay their registration fees, but municipal support would make training more accessible and help advance a managed approach to deer population control.

SUGGESTED MOTION:

I move that Committee of the Whole recommend to Council that staff explore costs associated with hosting the *Firearms Safety Course* locally for Council’s consideration during budget deliberations.



Memo

To: Municipal Council
From: Troy MacCulloch, CAO
Date: December 2, 2025
Re: Administration Operations Report, November - December 2025

Administration

Continuing by-law/policy development:

- Upcoming: Delegations and Petitions to Municipal Council Policy, Hospitality Policy (amendments), CAO Performance Review Policy (amendments), Sponsorship Policy, Travel and Expense Policy (amendments), Strategic Communications Plan (amendments)

Green Hydrogen Engagements:

- Monthly/biweekly meetings with Sector Dev, Everwind, Net Zero, Clean Foundation, and provincial departments
- Water Service Agreement with Developer, Province, and Utility
- Clean Fuels Domestic Use Project is underway
- Easements and Title for lands is just about completed.

Economic Development:

- Land inventory/map with EDPC (draft completed; refining underway) - final edits being completed this week with EDPC and EDO of CB Partnership
- New webpage under consideration for Point Tupper via Strait of Canso site
- Released RFP for Basin Road Development – submission being reviewed this week
- Meeting with numerous developers for Point Tupper and elsewhere in the County

Other Ongoing Initiatives:

- Short-term rental and marketing levy coordination with EDPC/Province
- Cell tower upgrades with Public Safety NS – lease for tower in Stirling is now fully executed. Tower is expected to be complete in Late Summer/Fall '26.
- Flood hazard Project is underway
- Community Climate Resiliency Project is underway
- Meetings with Community Solar Proponents – Community Engagement has been completed for this stage of their development
- Climate Ready Plan is set to begin this Fall - Federal
- Coastal Cohort for the Community Climate Capacity Grant – we were successful in our bid and are part of the Cohort for 2026/27
- Working on the CEEP, Community Energy and Emissions Plan through Clean Foundation and Quest Canada
- CCC - Community Climate Capacity Summit was in Truro Oct 20-22
- CB Investor Summit was in Baddeck Oct 23/24
- Walk-Through with Developer at former West Richmond School project to assess progress
- 1st review of the Everwind Pumphouse Design at Landrie Lake

- Special meeting of the Fire Services Committee in St Peters

Energy Sector Development

Offshore Wind Centre of Excellence:

- Published 6 November on www.thestraitofcanso.ca
- Continuing to work with Dalhousie University and others on next steps.

Strait of Canso Clean Fuels Domestic Use Strategy:

- Chapters 1-2 of the report completed and reviewed.
- Site visits carried out 14-15 October.
- Stakeholder and industry workshop at Friends United on 16 October.
- Follow-up meetings with key industry players.
- Project Steering Committee meeting on 4 November.

Strait of Canso Ports Green Energy Value Proposition:

- NovaStream developing the site on www.thestraitofcanso.ca
- Engagement with port owners ongoing.

QUEST Canada – Net-Zero Community Accelerator

- Clean Foundation contracted to develop a Community Energy & Emissions Plan (CEEP) for Richmond County.
- Energy mapping workshop took place at the Louisdale Lions Club on 29 October.

Other Sector Work

- Molly Foster from the Clean Foundation is now the assigned Community Navigator for Richmond County under the Community Climate Capacity program. Molly is getting familiar with the relevant files and will be leading work related to the municipal climate change plan and flood mapping for Point Tupper.
- The Extreme Storm Event Flood Hazard Mapping project for Point Tupper is ongoing with CBCL as the consultant.
- Attended the Community Climate Capacity Summit in Truro 21-22 October.
- Attended Cape Breton Partnership Investor Summit 2025 in Baddeck on 23 October

Information Technology (IT)

Current IT Initiatives:

- The phone system at the Administration building will be set up with an auto-attendant next week. We are simply waiting for an installation date with Bell. Since we are still on a Centrex system and not an IP based system the installation requires additional work orders and an installation technician.
- The arena network has been upgraded with fiber internet, a firewall, and several other network components. This has significantly improved the Wi-Fi coverage, speed, and security. There are a few more upgrades required and all the supporting documentation is being finalized. Only camera system upgrades remain to bring the arena completely up to date.
- The Louisdale Water Treatment Plant has been upgraded with fiber internet from DSL. This has significantly improved the speed and reliability of the connection. The network has been traced, and the supporting documentation is being created. The computers will be upgraded and a firewall installed. At least one camera will be installed monitoring the location.

- Starlink will be installed at the Landfill to improve internet speed. It is the only option available to upgrade from the current DSL without having to install lines to the main building. A firewall will be installed with other network upgrades including preparations for an office for Evan Fougere.
- Computer upgrades and replacements are underway across the Municipality. Several of the Public Work's machines have been upgraded. Staff and Council upgrades will take place this month. This will bring the Municipalities computer systems all up to date and in-line with a rolling replacement schedule.
- A new firewall and network upgrades will be installed at the Arichat Water Treatment Plant along with Wi-Fi Access points allowing for Wi-Fi calling. Cell service is very poor at the location. At least one camera will be installed monitoring the location.
- All camera system equipment has been received for the major upgrades and replacements for the Admin building and Landfill. This includes new NVR's and cameras with remote viewing support for select employees. Highest priorities are the admin building tax office and landfill scale house.
- A numbering system for tracking Assets, Parts, Documents, etc. has been created, allowing for better tracking and organization. The system will be first used to begin uploading to Sharepoint and can be adopted by anyone. Document templates have been created for several IT related documents for standardization.
- Regarding above, documentation will start to be migrated to Sharepoint and a new local NAS. To start the common drive will be migrated first.
- Regarding above, a new NAS must be ordered and installed. This will most likely be a combination of a Synology device for local storage of MS365 data and a 45Drives device for local personal drives, etc.
- A purge of old decommissioned equipment will take place that includes computers, printers, fax machines, etc. They will be sent to the landfill for appropriate recycling/disposal. All hard drives will be removed from devices and destroyed.
- Policies and procedures for performing user risk assessments and vulnerabilities regarding threat and attack vector analysis are underway.
- Incident Response and Disaster Recovery plans have been started and will be upgraded as we upgrade our infrastructure.
- VPN's for firewalls and select users need to be created for the admin building and PW facilities. This supports remote access to HMI's, NAS data, and cameras systems. Remote software that does not require a VPN such as TeamViewer and Splashtop are under review.

Ongoing Work:

- Maintenance and upgrades of all IT systems.
- Documentation of policies, procedures, response and recovery plans, infrastructure, training, etc. as related to IT operations.
- Converting Notes data to Outlook and providing to user

Emergency Management and Fire Services

Committees:

- Seniors Take Action Coalition (STAC) meeting

- September 15th AGM @ St. Louis Parsh Hall
- Municipal Emergency Management Advisory Committee (MEMAC) meetings
 - October 1st
- Fire Protection Services Committee (FPSC) meetings
 - September 17th
- Fire Service Association of Nova Scotia (FSANS) meetings
 - Board of Directors Meeting – September 27th
 - Fire Service review sessions – July 23rd
- Long Term Care Emergency Planning Meeting for Richmond Villa
 - Consultant Firm – June 24th
- Strait Area Mutual Aid Association (SAMAA)
 - September 2nd

Key dates:

- Climate Ready Plans and Processes Community of Practice Sessions
 - September 18th and November 20th
- Adaptation in Action Community of Practice (LLCA)
 - October 21st and December 16th
- NSDEM – Nova Scotia Department of Emergency Management
 - WebEOC Training DEM online platform – October 1st
 - Met with new Regional Outreach Officer from Sydney REOC – October 6th
 - Provincial EMC Conference – October 15th
 - Public Safety Field Communications (PSFC) Forum – October 16th
- Review of Fire Services Governance Review which was released September 29th – ongoing
- New Provincial Firefighter Training Committee - ongoing
- County Dry Hydrant mapping – ongoing
- Review of Value For Money Audit (VFMA) of the Nova Scotia Fire School – ongoing
- County mapping – emergency planning – ongoing
- Global Medic Donation Pick up – 2 Fire Skids (County and Loch Lomond)
- VVPR – ongoing
- Voyent Alerting – as needed
- New Provincial Alert app – NS Alert

Department of Community Development and Recreation

Programs:

- Winter Programming planning, for the period of January 1 to March 31, 2026, is underway
- Next schedule Recreation Advisory Committee meeting is Thursday December 11, 2025, 7:00 pm.
- Holiday Ice Rate, \$100/hr of ice time, is available from December 15-31, 2025. This promotional rate does not apply to organized sports, skating programs, or birthday party rentals.
- There will be a **FREE** Holiday Skate on December 27th from 3:30-5:00pm; join us for some festive cheer at the Richmond Arena.
- Skate Sharpening Services Temporarily Unavailable: The skate sharpening machine is currently out of order at the Richmond Arena. We apologize for any inconvenience and appreciate your understanding. We will notify the public as soon as it is back in service. Thank you for your patience.

Inclusion & Accessibility:

- The committee has several vacancies, interested persons can reach out to the Municipal Clerk via email at clerk@richmondcounty.ca and indicate their interests and relevant experience.
- Rick Hansen Facility Access Certification: Assessment for the Administration Building, Petit de Grat Library and Richmond Waste Management Facility Scalehouse have been submitted for review.

Community Projects & Initiatives:

- Trail funding is available for ATV Associations in Richmond County. For more information visit [Trails - Richmond County, Nova Scotia](#)
- St. Peter's Library and Visitor Information Centre have relocated to 9992 Grenville Street in a shared space. Please note the Visitor Information Centre is closed for the season and is scheduled to reopen in June 2026.

Department of Finance

Budgeting & Reporting:

- Submitted the Financial Information Return to the Province of Nova Scotia.
- Submitted annual Property In Lieu of Taxes for Federal and Canada Post Properties.
- Prepared the Finance Update for Council to September 30, 2025.
- Completed HST Return
- Enrolled with RBC for pre-authorized payments (launch date tbd)
- In the process of installing Esend with Diamond to be able to email utility and tax bills.

Taxation & Operational Tasks:

- Tax bills were due November 1st
- Prepared and mailed late notices for water, sewer, and taxes.
- Next Tax Sale will be February 6th, 2026

Staffing & Training:

- Scheduled training to offer residents the option to receive bills electronically.
- Received RBC training on expanded collection and payment options, including pre-authorized payments.
- Ongoing training to backfill Finance roles

Department of Public Works

Capital Projects Update:

- Richmond Arena Upgrades – complete.
- Accessibility upgrades to Municipal facilities - complete.
- Municipal Building solar PV installation. In progress. Estimated completion December 2025.
- Municipal Building Improvements (boiler replacement). RFQ issued. Estimated completion March 2026.
- Municipal Building HVAC Renewal. Tender in development. Estimated completion March 2026.
- Fleet Vehicle (1/2 ton truck). Awarded.
- Sewer system Renewal 25/26. In progress. Estimated completion March 2026.
- Waste Management Facility Transfer Station Renewal. Work 90% complete. Estimated completion December 2025.

- Asphalt Paving – Waste Facility. Complete.
- Curbside Collection Vehicles Zone 1 & 2 – Tender awarded. Ordered.
- Curbside Collection / Heavy Collection Trailer – Awaiting final pricing.
- Construction and Demolition Debris Landfill Expansion engineering work - awarded and in progress.
- Landfill Closure Phase 3 – Engineering underway with landfill expansion work.
- Capacity Study Water/Sewer. 95% complete. Estimated completion December 2025.
- Raising valves/manholes - Veteran's Memorial Drive paving. Complete.
- Watermain Automatic Flushing Station – equipment ordered.
- District Meter Installations. Not started.
- Bulk Water Filling Station. Equipment ordered.
- Spare High Lift Pump – Arichat WTP. RFQ issued.
- Demo of Old WTP in Louisdale (assessment 25/26). Not started.
- Leak Detection Equipment purchase. Equipment on-hand. Awaiting training.
- Arichat Water System Upgrades. Tender in development.
- Louisdale WTP Dehumidification. Not started.
- Arichat Mainstreet Revitalization – Interpretive Panels. Complete.
- Public Works Storage Container. Ordered.

Solid Waste Management

- Extended Producer Responsibility Regulation implementation date December 1, 2025. Agreement signed with Circular Materials (Producer Rep) for curbside collection services. Negotiations underway with Circular Materials for use of transfer station.

Richmond Water Utility:

- Continuing to monitor water levels during dry conditions. Recently supplied Village of St. Peter's with bulk water from Louisdale system as their water capacity was unable to keep up with demand due to low water conditions.

Richmond Sewer:

- Repairs to aerators at the Arichat STP were completed. Equipment being evaluated that could serve as a backup should there be additional failures of the aerators at the Arichat or PDG STPs.

Buildings

- Snow load live monitoring equipment installed. Training scheduled in November for monitoring system.
- Other recommended repairs noted in the Structural Assessment not yet complete (awaiting contractor availability).

General

- Efforts are ongoing to fill vacancies within the department.

Upcoming Council & ABCC Meetings

- December 3, 2025 – Planning Advisory/Heritage Committee, 6:00 p.m.
- December 4, 2025 – IDEA Committee, 4:15 p.m.
- December 9, 2025 – Audit Committee, 6:00 p.m.
- December 10, 2025 – RCMP Advisory Board, 6:00 p.m.
- December 16, 2025 – Public Hearing, 6:00 p.m.
- December 16, 2025 – Regular Council Meeting, 7:00 p.m.
- December 17, 2025 – Richmond Villa Board Meeting, 6:00 p.m.



2024-2025

Annual Report



Greetings from the Library Board Chair

Eastern Counties Regional Library (ECRL) has a lot to celebrate about accessibility this year. I commend the Municipality of the District of St. Mary's for their leadership on library accessibility with renovations they completed at the Sherbrooke Public Library. The new accessible entrance and door are wonderful.

I also want to thank the Municipality of the County of Richmond for the accessibility renovations and the general renovations to repair the hurricane damage at the Petit de Grats Public Library. The overall result is tremendous. As well as part of their Rick Hanson certification process, they hired an accessibility consultant to advise the Library about changes we needed to make to the interior of the facility to make it more accessible, which we sincerely appreciate.

I would also like to recognize the Municipality of the County of Inverness for the installation of new signage at the Bibliothèque Publique de Chéticamp Public Library. Multiple signs now

guide library users to the library doors in both official languages. Accessible library facilities are a critical foundation for accessible library services. Since ECRL does not receive funding for facilities, the role that Municipalities play in improving public library services is vital.

Another exciting development this year was the arrival of ECRL's new delivery van! It had been on order for two years and came in early December. All the Library wanted was a new delivery van for Christmas, and we got it. I want to thank the Province of Nova Scotia and the Department of Communities, Culture, Heritage and Tourism for their financial support, which enabled us to purchase this new vehicle. Renewing critical infrastructure, like a delivery vehicle, is a tremendous financial challenge for the ECRL Board.

Finally, it was terrific to see ECRL continue its community well-being work with special funding for Food Security. Food Security is having consistent, reliable access to safe, nutritious food.

With the economic turmoil in the world right now, I'm sure everyone can understand how many people face food insecurity. Supporting the work of local groups that combat food insecurity was a privilege for ECRL. As well, our library locations gave away thousands of packets of seeds to encourage people to grow their own food. The opportunity to 'grow' our services for the community in this new way is a trend that I hope very much will continue into 2025-2026.

Mr. Clair Rankin

Eastern Counties Regional Library Board

**Clair Rankin, Board Chair
HR Committee**
9735 Grenville St. P.O. Box 38
St. Peter's, NS BOE 3B0

**Municipality of the County
of Richmond**
902-631-1601
crankin@seaside.ns.ca

Cllr. Susan Cashin
24 Cashin Rd
Port Felix NS B0H 1T0

**Municipality of the District
of Guysborough**
902-870-5315
scashin@modg.ca

**Mayor Ron Chisholm, Treasurer
HR Committee**
P.O. Box 192
Mulgrave, NS B0E 2G0

Town of Mulgrave
902-631-2209
mayor@townofmulgrave.ca

Cllr. Blaine MacQuarrie
4 MacQuarrie Drive Ext.
Port Hawkesbury NS B9A 3S9

Town of Port Hawkesbury
902-631-4040
blaine.macquarrie@townofporthawkesbury.ca

**Warden James Fuller
HR Committee**
c/o MODSM
PO Box 296
Sherbrooke NS B0J 3C0

**Municipality of the District
of St. Mary's**
902-704-0268
james.fuller@saint-marys.ca

Wanda MacDonald
12566, Hwy.16
P.O. Box 68
Boylston, NS B0H 1G0

**Province of Nova Scotia
(Appointee)**
902-870-2251
wanda.macdonald@cbdc.ca

Cllr. Catherine Gillis
PO Box 179
Port Hood NS B0E 2W0

**Municipality of the County
of Inverness**
902-323-0209
catherine.gillis@invernesscounty.ca

Welcome from the Chief Executive Officer

It was a year of saying yes to new opportunities and learning.

First, I had the chance to serve on the provincial Library Funding Review Committee. This committee was tasked with advancing recommendations to the government for the next funding model supporting public libraries. It included library CEOs, board members, municipal representatives, and provincial government staff from CCTH and the Department of Municipal Affairs and Housing (DMAH). It was a rare opportunity for me to inject our local concerns into work that will affect the future of public library service in our service area for years to come.

The ECRL Board approved the opening of a new library location in Whycomagh in partnership with the Municipality of the County of Inverness. The operations of this new library will be funded directly by the County. It is a historic arrangement, and the development process for this project has been gratifying.

Working with various consultants, I also learned a great deal more about facility renovations and maintenance. ECRL's Regional Office is over fifty years old and in need of significant upgrades. Before ECRL can proceed

with construction, we need to be fully informed to safeguard against construction costs negatively impacting our budget for public library services.

One of the most important things I learned this year is about incontinence poverty. Many seniors, of all genders, are suffering the economic burden of a medical condition that requires them to use incontinence products. Through special one-time funding ECRL has, over the last year, offered these and other personal care items free of charge, no questions asked, at all locations. The impact of this service has been profound.

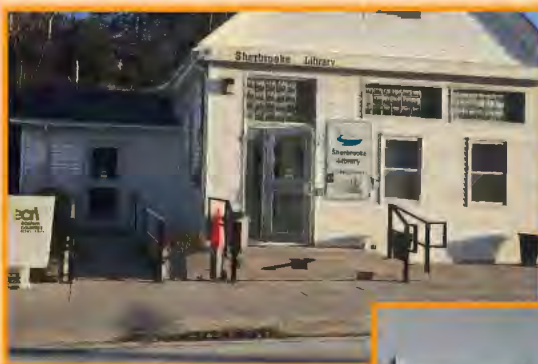
Finally, thanks to a grant from the Library Development Fund, Eastern Counties Regional Library (ECRL) also had its first consultant lead strategic planning and community engagement process. Hearing from the staff, the community, and our municipal partners was illuminating and foundational to creating ECRL's 2025-2026 Strategic Operational Plan. I look forward to taking these experiences into 2025-2026 to achieve the projects and goals outlined in our new Strategic Operation Plan. It is never boring to work at the Library!

Laura Emery

Highlights: Accessibility @ ECRL

IACLA Accessibility Plan

Six library regions across the province worked together to complete an updated Accessibility Plan to guide library operations and services in the coming years. This integral plan will inform our committee development, engagement, and service delivery.



Sherbrooke Public Library Accessible Door Installation

Sherbrooke Public Library is now accessible with the press of a button! All entrances and doors have been upgraded with fully automatic door openers for ease of access.



Petit de Grat Public Library Accessibility Improvements

Petit de Grat Public Library underwent renovations after storm damage, which provided an opportunity to improve our accessibility. Adequate clearances, layout improvements, and automatic doors ensure everyone can use the library with ease.



Food Security @ ECRL

Food Security Matters!

Definition: Food Security is when “all people, at all times, have physical and economic access to sufficient, safe, and nutritious food to meet their dietary needs and food preferences for an active and healthy life”.

In other words, food security is having consistent, reliable access to safe, nutritious food.

Our Goals:

Goal 1: Increase community awareness of food insecurity.

Goal 2: Provide resources & opportunities to support food security.

What We’re Doing: Seasonal seed libraries at all branch locations, enhanced collections focused on food security, and partnership development with local groups are underway across the region to improve food security.



Food security is when “all people, at all times, have physical and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life.”

In other words, food security is having **CONSISTENT, RELIABLE ACCESS TO SAFE, NUTRITIOUS FOOD.**

When the availability, accessibility, nutritional quality and longer-term stability of food sources become strained or non-existent, “food insecurity” exists.

Learn more and find resources to help at your local library today.

BOUNDLESS INSPIRATION WWW.ECRL.CA eastern counties REGIONAL LIBRARY

THE 5 A'S OF FOOD SECURITY

<p>AVAILABLE</p> <p>There is always enough food for all people.</p>		<p>ADEQUATE</p> <p>All people can have nutritious food that meets their physical, emotional, and spiritual needs.</p>
<p>ACCEPTABLE</p> <p>All food is produced and consumed in culturally-appropriate, sustainable, and dignified ways.</p>		<p>ACCESSIBLE</p> <p>All people can eat well, free from physical, economic, social, or political barriers.</p>
<p>AGENCY</p> <p>All people understand, benefit from, and can make changes to the food system.</p>		

Adapted from information provided by the Centre for Studies in Food Security at Toronto Metropolitan University

LEARN MORE ABOUT FOOD SECURITY AND OTHER COMMUNITY WELLBEING SUPPORTS AT [HTTPS://ECRL.CA/ABOUT-US/COMMUNITY-ECRL/](https://ecrl.ca/about-us/community-ecrl/)

FOOD SECURITY SURVEY RESULTS: WHAT WE HEARD

How important is the issue of food insecurity in your community? **8.2** OUT OF 10

What are the Top 3 activities or resources that would be most impactful in your community?

FOOD GIVEAWAYS **PARTNERSHIP DEVELOPMENT** **COMMUNITY PANTRIES**

BOUNDLESS INSPIRATION.



Partnerships & Acknowledgments

Upper Big Tracadie Seniors Action Club

ECRL was pleased to be able to help support the work of the Upper Big Tracadie Seniors Action Club. Food Security funding was used to purchase \$50.00 food cards which were distributed to anyone in need within the Antigonish/Guysborough area but mostly from the District of Guysborough. The Upper Big Tracadie Seniors Action Club programs see the need growing just like others who are trying to combat food insecurity. They also provide hot meals monthly to seniors in Upper Big Tracadie.



ScotiaComp Technologies

ECRL would like to thank our IT partner ScotiaComp Technologies for their work supporting public library services.

ScotiaComp Technologies is a Nova Scotia-based Managed Services Provider (MSP) offering comprehensive IT solutions to businesses and organizations across the province and beyond. Headquartered in Port Hawkesbury, ScotiaComp delivers 24/7 support, cybersecurity-first services, and strategic IT leadership tailored to each client's needs. Their offerings include managed IT, co-managed services, infrastructure monitoring, endpoint protection, and compliance readiness. With a people-first approach and a commitment to innovation, ScotiaComp empowers clients to focus on their mission while ensuring their technology is secure, efficient, and future-ready.



SCOTIACOMPTECH
PEOPLE - PROCESS - TECHNOLOGY

1 (902) 600-2523 | www.scotiamp.ca | info@scotiamp.ca
811 Reeves St, 8B (Center Lobby)
Port Hawkesbury, B9A 2S4

Margaree Area Development Association

ECRL would like to thank the Margaree Area Development Association and their wonderful volunteers for their work supporting the Drs. Coady Tompkins Memorial Public Library since 1978. Without their ongoing and tireless efforts ECRL would not have a facility to provide service from for the community. Thank you for 47 years of caring!!

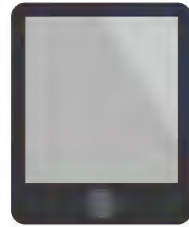




Our Year in Numbers



143,954
Total Circulation



58,074
Total Digital Circulation



2,692
Total Accessible Circulation



5,046
Active Registered Users



843
New Users



15,088
Open Hours



31,794
Branch Visits

717*
Programs Offered



4,573*
Program Attendance

**includes all regular and passive programming*



3237.5 hours
PAC Use



Other Regional Statistics

Regional Activity	2023/24	2024/25
Active registered users **	4,584	5,046
Library visits ***	31,012	31,794
Open hours	14,227	15,088
Total Circulation	95,035	143,954
Programs Offered	328	284
Program Attendance	1,961	1,729
Passive Programs Offered	303	433
Passive Program Usage	1,967	2,844
# of Public Access Computers	22	25
Internet Sessions (1/2 hour)	6,128	6,475
InterLibrary Loans (Loaned)	37,371	28,261
InterLibrary Loans (Borrowed)	34,288	27,310

** Users that have used the library in the last three years

*** Based on manual gate count

Collection	
Print Books	44,168
Audio Visual Items	7,918
Other items	238
Digital Collections (OverDrive, e-subscriptions)	18,616
Added Acquisitions	3,807
Total Collection	74,747

Membership <small>on March 31, 2025</small>	
Canso	187
Chéticamp	328
Guysborough	417
Mabou	547
Margaree Forks	496
Petit de Grat	557
Port Hawkesbury	991
Sherbrooke	323
St. Peter's	408
Other	216
Total	4,470

New Users 2024-2025	
Canso	30
Chéticamp	66
Guysborough	81
Mabou	150
Margaree Forks	73
Petit de Grat	63
Port Hawkesbury	216
Sherbrooke	44
St. Peter's	86
Other	34
Total	843



Public Services 2024-2025

Canso Public Library

Circulation	2067
Holds Placed	558
Programs	6
Program attendance	0
Internet sessions (1/2 hour)	296
Information questions	249

Chéticamp Public Library

Circulation	7529
Holds Placed	1097
Programs	61
Program attendance	271
Internet sessions (1/2 hour)	716
Information questions	118

Guysborough, Cyril Ward Memorial Public Library

Circulation	10038
Holds Placed	3404
Programs	24
Program attendance	89
Internet sessions (1/2 hour)	388
Information questions	118

Mabou, Alexander Doyle Public Library

Circulation	7511
Holds Placed	3076
Programs	12
Program attendance	
Internet sessions (1/2 hour)	186
Information questions	102

Margaree Forks, Drs. Coady & Tompkins Memorial Public Library

Circulation	10681
Holds Placed	3676
Programs	41
Program attendance	174
Internet sessions (1/2 hour)	940
Information questions	1019

Petit de Grat Public Library

Circulation	13499
Holds Placed	3747
Programs	55
Program attendance	500
Internet sessions (1/2 hour)	1510
Information questions	322

Port Hawkesbury Public Library

Circulation	13897
Holds Placed	5005
Programs	72
Program attendance	593
Internet sessions (1/2 hour)	997
Information questions	720

Sherbrooke Public Library

Circulation	3130
Holds Placed	921
Programs	28
Program attendance	69
Internet sessions (1/2 hour)	606
Information questions	128

St. Peter's Public Library

Circulation	7217
Holds Placed	2823
Programs	3
Program attendance	33
Internet sessions (1/2 hour)	836
Information questions	101

Mulgrave Library (Curbside)

Circulation	357
-------------	-----

Borrow by Mail	
Circulation	5981

Port Hawkesbury Civic Centre Kiosk	
Circulation	442



Contact Information

Chéticamp Public Library

15359 Cabot Trail
Chéticamp, NS B0E 1H0
902-224-3728
cheticamp@ecrl.ca

*Open Hours: Wed-Sat: 10:00am-1:00pm
& 2:00-6:00pm*

Coady & Tompkins Memorial Public Library

7972 Cabot Trail,
Margaree Forks, NS B0E 2A0
902-248-2821
margaree@ecrl.ca

*Open Hours: Wed-Sat: 10:00am-1:00pm
& 2:00-6:00pm*

Alexander Doyle Public Library

11156 Route 19 (inside Dalbrae Academy),
Mabou, NS B0E 1X0
902-945-2257
mabou@ecrl.ca

*Open Hours: Mon-Fri 9:30am-12:30pm
& 1:30pm-4:00pm*

Port Hawkesbury Public Library

304 Pitt Street (inside SAERC),
Port Hawkesbury, NS B9A 2T9
902-625-2729

porthawkesbury@ecrl.ca
*Open Hours: Mon-Fri: 9:30am-12:30pm
& 1:30-4:00pm,
Sat: 9:30am-12:30pm & 1pm-3:30pm*

St. Peter's Public Library

10036 Grenville St., Unit C,
St. Peter's, NS B0E 3B0
902-535-2465
stpeters@ecrl.ca

*Open Hours: Wed-Sat: 10:00am-1:00pm
& 2:00-6:00pm*

Petit de Grat Public Library

3435 Highway #206 (inside La Picasse),
Petit de Grat, NS B0E 3J0
902-226-3534
petitdegrat@ecrl.ca

*Open Hours: Wed-Sat: 10:00am-1:00pm
& 2:00-6:00pm*

Canso Public Library

169 Main St.,
Canso, NS B0H 1H0
902-366-2955
canso@ecrl.ca

*Open Hours: Wed-Fri: 12:30-5:30pm,
Sat: 9:30am-1:00pm*

Sherbrooke Public Library

11 Main Street,
Sherbrooke, NS B0J 3C0
902-522-2180
sherbrooke@ecrl.ca

*Open Hours: Wed-Fri: 12:30-5:30pm,
Sat: 9:30am-12:30pm*

Cyril Ward Memorial Public Library

27 Pleasant Street,
Guysborough, NS B0H 1N0
902-533-3586
guysborough@ecrl.ca

Staffed Hours:

*Tues, Wed, Fri: 12:30pm-5:30pm,
Sat: 9:30am-1pm,*

Extended Hours: 7am-9pm

Want to know what is
happening at your library?

Follow us
on social media:

 /ECRLibrary

 /ecrl_ns

Or visit
our website

 www.ecrl.ca

Regional Office

390 Murray Street, PO Box 2500,
Mulgrave, NS, B0E 2G0
Local: 902-747-2597;
Toll-free: 1-855-787-7323

Mailing address for all locations:

c/o ECRL Regional Office
PO Bag 2500
Mulgrave, NS



**eastern
counties**
REGIONAL LIBRARY

BOUNDLESS INSPIRATION

2024-2025 Annual Report

Page 10

Shelley David

From: (Email address has been redacted) Sent with Proton Mail secure email.
Sent: November 8, 2025 10:46 AM
To: Shelley David
Subject: Request to Transition Away from Facebook for Municipal Outreach

Follow Up Flag: Follow up
Flag Status: Flagged

Subject: Request to Transition Away from Facebook for Municipal Outreach

Dear Richmond Council,

I want to help.

I have concerns about our municipality's continued use of Facebook as one of its primary platform for public outreach. A recent investigative report by Reuters reveals that Meta is knowingly profiting from a flood of fraudulent ads, many of which target vulnerable populations — including seniors, who make up a significant portion of our community.

link (<https://www.reuters.com/investigations/meta-is-earning-fortune-deluge-fraudulent-ads-documents-show-2025-11-06/>)

According to a December 2024 presentation, Meta's user base is exposed to 22 billion organic scam attempts every day. That's on top of the 15 billion scam ads presented to users daily.

Meta also was ignoring the vast majority of user reports of scams, a document from 2023 indicates. By that year, safety staffers estimated that Facebook and Instagram users each week were filing about 100,000 valid reports of fraudsters messaging them, the document says. But Meta ignored or incorrectly rejected 96% of them.

The report highlights internal documents showing that Meta's leadership has continually resisted efforts to curb scam content, prioritizing revenue over user safety. This is especially troubling given the rise in financial fraud affecting older Canadians through deceptive online ads and impersonation schemes.

Every post from Richmond County on Meta/Facebook is leading our residents to a site that's actively hurting us.

Given these risks, I respectfully ask how I can help with further engagement directly with the County home page, via the Voyent Alert system, and whether we can explore safer, more socially responsible alternatives. Ideally, I would love to see transition to Canadian-owned platforms that prioritize community well-being and data privacy. I would also appreciate guidance on which committee or staff member oversees digital communications and public engagement, so I can follow up directly.

Thank you for considering this request. I believe we can find a better way to connect with residents that reflects our values and protects those most at risk.

Sincerely,

Dorothy Booher

(Address and phone number has been redacted)



Municipal Affairs
Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

November 24, 2025

Dear Mayors, Wardens and Chiefs:

I have enjoyed my visits and discussions to date with municipal councillors and councils and look forward to ultimately getting to visit and know everyone. Your dedication to sustainably provide the services that your constituents expect is obvious. Thank you for your commitment.

No matter where you live in Nova Scotia, you deserve to know how your local government is funded and how the management of that funding translates into reliable and accessible local services.

As we head into heavy budget discussions and as I familiarize myself with your community and its circumstances, I wanted to take a step back and get a 50,000 foot view of the big picture financial situation landscape. This led me to creating the attached spreadsheet. It's comprehensive. I included every community and am sharing it in its entirety to be transparent and fair. I want every local government to see the same data I am seeing.

Please review and fact check the numbers for your community. If there are discrepancies, please advise. If your numbers are skewed by any one-off items or unique situations, that is also important to highlight. We need to make decisions based on the best possible data.

There are no shortage of funding requests, and we will have to make difficult decisions. The Province has already started scaling back program funding across the board and changing hiring processes as we deal with the current financial challenges.

We work very hard to be fair in making decisions. It's never easy. Need and outcomes always drive the process, but this data reminds us that the needs across the province truly are different and there is often a different sense of urgency.

Thank you in advance. If you have any questions, please don't hesitate to reach out to me directly.

Sincerely,

A handwritten signature in black ink that reads "John A. MacDonald".

John A. MacDonald
Minister of Municipal Affairs

c: CAOs and Councillors

Total Revenue per Capita

Based on actual reported revenue for the year

Position	Community / Municipality	Reporting Date	Population	Revenue	Revenue Per Capita
	a	b	c	d	e=d/c
2	Annapolis Valley First Nation	31-Mar-25	329	\$ 17,978,068	\$ 54,645
11	Bear River Frist Nation	31-Mar-25	399	\$ 10,286,296	\$ 25,780
46	Cape Breton Regional Municipality	31-Mar-24	107,391	\$ 210,590,341	\$ 1,961
13	Eskasoni First Nation	31-Mar-22	4,711	\$ 98,606,463	\$ 20,931
8	Glooscap First Nation	31-Mar-25	450	\$ 14,242,176	\$ 31,649
40	Halifax Regional Municipality	31-Mar-24	502,753	\$ 1,167,819,000	\$ 2,323
1	Membertou First Nation	31-Mar-25	1,686	\$ 102,851,953	\$ 61,004
10	Millbrook First Nation	31-Mar-25	2,472	\$ 69,126,805	\$ 27,964
62	Municipality of the County of Annapolis	31-Mar-24	20,472	\$ 22,785,623	\$ 1,113
59	Municipality of the County of Antigonish	31-Mar-24	16,142	\$ 21,099,306	\$ 1,307
60	Municipality of the County of Colchester	31-Mar-24	39,054	\$ 50,215,724	\$ 1,286
30	Municipality of the County of Cumberland	31-Mar-24	21,053	\$ 61,561,183	\$ 2,924
31	Municipality of the County of Inverness	31-Mar-24	13,945	\$ 40,083,093	\$ 2,874
48	Municipality of the County of Kings	31-Mar-24	52,114	\$ 93,468,000	\$ 1,794
55	Municipality of the County of Pictou	31-Mar-24	21,853	\$ 31,437,082	\$ 1,439
38	Municipality of the County of Richmond	31-Mar-24	9,422	\$ 23,830,526	\$ 2,529
22	Municipality of the County of Victoria	31-Mar-24	7,009	\$ 28,677,855	\$ 4,092
53	Municipality of the District of Argyle	31-Mar-24	8,247	\$ 13,037,840	\$ 1,581
56	Municipality of the District of Barrington	31-Mar-24	6,890	\$ 9,535,189	\$ 1,384
43	Municipality of the District of Chester	31-Mar-24	11,848	\$ 26,408,837	\$ 2,229
58	Municipality of the District of Clare	31-Mar-24	7,984	\$ 10,473,502	\$ 1,312
57	Municipality of the District of Digby	31-Mar-24	7,636	\$ 10,469,683	\$ 1,371
47	Municipality of the District of East Hants	31-Mar-24	26,370	\$ 50,639,088	\$ 1,920
24	Municipality of the District of Guysborough	31-Mar-24	4,754	\$ 16,828,210	\$ 3,540
61	Municipality of the District of Lunenburg	31-Mar-24	26,805	\$ 30,432,867	\$ 1,135
50	Municipality of the District of Shelburne	31-Mar-24	4,515	\$ 7,963,710	\$ 1,764
49	Municipality of the District of St. Mary's	31-Mar-24	2,286	\$ 4,093,304	\$ 1,791
54	Municipality of the District of Yarmouth	31-Mar-24	10,996	\$ 16,245,961	\$ 1,477
4	Paqtnkek Mi'kmaw Nation	31-Mar-24	614	\$ 31,081,086	\$ 50,621
5	Pictou Landing First Nation	31-Mar-24	694	\$ 28,864,372	\$ 41,591
7	Potlotek First Nation	31-Mar-24	859	\$ 28,601,322	\$ 33,296
34	Region of Queens Municipality	31-Mar-24	10,866	\$ 28,433,216	\$ 2,617
12	Sipekne'katik First Nation	31-Mar-24	3,068	\$ 74,123,072	\$ 24,160
44	Town of Amherst	31-Mar-24	10,033	\$ 22,140,825	\$ 2,207
20	Town of Annapolis Royal	31-Mar-24	619	\$ 3,162,703	\$ 5,109
14	Town of Antigonish	31-Mar-24	4,925	\$ 39,778,332	\$ 8,077
17	Town of Berwick	31-Mar-24	2,658	\$ 19,734,447	\$ 7,425
28	Town of Bridgewater	31-Mar-24	9,851	\$ 30,510,638	\$ 3,097
45	Town of Clark's Harbour	31-Mar-24	766	\$ 1,613,733	\$ 2,107
29	Town of Digby	31-Mar-24	2,046	\$ 6,324,045	\$ 3,091
41	Town of Kentville	31-Mar-24	7,473	\$ 17,166,399	\$ 2,297
27	Town of Lockeport	31-Mar-24	498	\$ 1,636,181	\$ 3,286
15	Town of Lunenburg	31-Mar-24	2,532	\$ 19,923,013	\$ 7,868
16	Town of Mahone Bay	31-Mar-23	1,179	\$ 8,990,374	\$ 7,625
42	Town of Middleton	31-Mar-24	2,097	\$ 4,778,137	\$ 2,279
21	Town of Mulgrave	31-Mar-24	609	\$ 2,954,720	\$ 4,852
32	Town of New Glasgow	31-Mar-24	10,234	\$ 28,848,900	\$ 2,819
35	Town of Oxford	31-Mar-24	1,352	\$ 3,456,624	\$ 2,557
18	Town of Pictou	31-Mar-24	3,198	\$ 16,460,705	\$ 5,147
26	Town of Port Hawkesbury	31-Mar-24	3,356	\$ 11,089,243	\$ 3,304
23	Town of Shelburne	31-Mar-24	1,725	\$ 6,799,339	\$ 3,942
37	Town of Stellarton	31-Mar-24	4,209	\$ 10,693,592	\$ 2,541
19	Town of Stewiacke	31-Mar-24	1,858	\$ 9,509,865	\$ 5,118
39	Town of Trenton	31-Mar-24	2,540	\$ 6,402,289	\$ 2,521
33	Town of Truro	31-Mar-24	14,197	\$ 39,171,909	\$ 2,759
52	Town of Westville	31-Mar-24	3,716	\$ 6,234,033	\$ 1,678
36	Town of Wolfville	31-Mar-24	5,526	\$ 14,061,568	\$ 2,545
25	Town of Yarmouth	31-Mar-24	6,830	\$ 22,789,723	\$ 3,337
6	Wagmatcook First Nation	31-Mar-25	936	\$ 37,471,811	\$ 40,034
9	Wasoqopa'q First Nation	31-Mar-25	2,041	\$ 59,105,602	\$ 28,959
3	We'koqma'q L'nue'kati First Nation	31-Mar-24	1,130	\$ 57,530,809	\$ 50,912
51	West Hants Regional Municipality	31-Mar-24	20,177	\$ 35,245,370	\$ 1,747
			Total	1,083,998	2,995,475,682
				Average	\$ 2,763

November 25, 2025

Dear CAOs:

I am following up regarding the recent correspondence from Honourable John A. MacDonald to Mayors, Wardens and Chiefs to provide additional context regarding the municipal financial data shared. Data in the Minister's letter included population, revenue and per capita for all communities.

A summary of the municipal data sources is listed below:

Population Data

- Municipal population: Data source – Statistics Canada, [July 1, 2024 population estimates](#) (as of January 16, 2025), by census subdivision (2021 boundaries), except for the Town of Mahone Bay, which used July 1, 2023 estimates.

Consolidated Revenue Data

- Municipal revenue: Data source – 2023-24 Consolidated Revenue per the Financial Information Return (FIR), except for the Town of Mahone Bay which uses the most recent 2022-23 Consolidated Revenue.

These data sets can also be found in the draft 2023-24 Municipal Profile and Financial Condition Indicator Reports recently sent to your municipalities for review.

Please review the figures for your municipality and advise Bongsun Cho-MacDonald, Manager of Municipal Finance at Bongsun.Cho-MacDonald@novascotia.ca if you identify any discrepancies.

Thank you for your attention to this matter.

Sincerely,



Paul LaFleche
Executive Deputy Minister

- c. Valerie Pottie Bunge, Associate Deputy Minister, Municipal Affairs
Elizabeth Kennedy, Executive Director, Policy, Planning & Strategic Relations
Hardy Stuckless, Executive Director, Municipal Infrastructure and Finance

BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena

November 27, 2025

Relevant Motions

Regular Council

September 23, 2025

Richmond Arena updates as presented in the Administration Operations Report

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate all possible funding opportunities for the repairs to the Richmond Arena.

Motion carried

Communication and evacuation plan for the Richmond Arena for snow loads that exceed 24 pounds per square foot

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Recreation Advisory Committee and that staff be directed to prepare a communication and evacuation plan to address the potential to have to close the arena to the public if the snow load on the roof of the Richmond Arena reaches 24 pounds per square foot (psf).

Motion carried.

Funding Programs

To-date there have been no funding programs identified that would cover significant capital upgrades / repairs to recreational facilities, however staff continue to review programs as they become available.

Background

Please refer to the attached briefing notes for background information as well as the following sections.

Refrigeration System Upgrades Completed

The Municipality recently carried out upgrades to the refrigeration plant as approved in the 2025/26 capital plan which included:

- Rebuild the plate heat exchanger based on the manufacturer's maintenance recommendations and as required by the Nova Scotia Boiler and Pressure Equipment Inspector.
- Disassembly/repair of the refrigeration compressors to replace seals as part of the conversion to a new refrigerant.
- Conversion from R22 to R448A refrigerant to eliminate the risk associated with use of a refrigerant that is no longer commercially available.
- Replacement of high-pressure fittings on the compressors that had to be repaired previously due to leakage, as required by the Nova Scotia Boiler and Pressure Equipment Inspector.
- Purchase of a spare brine pump (prior year) to mitigate the risks associated with failure of the existing pump which delayed startup during a prior year.

The Municipality's service provider reported that the refrigerant plant is in very good condition and should provide reliable service in the near term.

Phase 2 Structural Review

A Phase 2 Structural Review was carried out in May of this year by Campbell Comeau Engineering Ltd. The Phase 2 Review was a follow-up to the original structural assessment completed January 10, 2018. The Review noted that "the overall condition of the structure is excellent considering the age of the building".

The review identified a number of damaged or missing items that should be repaired. The Municipality was unable to secure a contractor to complete the work prior to ice installation. Another contractor is scheduled to review the work to determine if it can be completed in the coming weeks. With the installation of live load-monitoring equipment (see below section) these items are not an immediate concern and do not prevent the Municipality from safely operating the facility.

Snow Load Monitoring Equipment

The Review included a recommendation to perform real-time monitoring of snow loads through on-site observations or via real-time monitoring equipment. The Municipality engaged a firm to install real-time load monitoring equipment on several of the rigid

frames throughout the structure. The Municipality recently received training on the new monitoring equipment and is working on a formal procedure for monitoring and addressing snow loads, as well as notifying employees and patrons of the facility of closures when required.

The monitoring system will provide early snow load warnings via email to select staff at pre-set levels. The system model also includes the projected impact of forecasted weather to estimate anticipated snow load following future events which will be factored into the warning system.

Snow removal activities will be initiated at appropriate loads to avoid situations where the snow load exceeds the noted limit of 24 psf which is the maximum recommended snow load. Should loads reach the set limit it will trigger staff to close the facility to the public until such time as snow loads are reduced. Closure notifications will be issued in the same manner as weather related closures.

Pending completion of the formal procedure, snow removal activities are expected to be initiated when loads reach 70% of the recommended maximum load. Facility closure will be initiated when the loads reach 90% of the recommended maximum load.

Floor / Refrigeration System Replacement

The most recent estimate, dated April 4, 2025, provided a class 4 estimate of \$3.785 million to carry out the previously proposed floor and refrigeration plant replacements. The estimate did not include taxes, contingency or several other noted items. The 2025/26 capital plan included a project budget of \$5 million allowing for the additional costs and contingency, however the project was not approved during budget deliberations and remains unfunded.

Recommendations / Action Required

- We recommend that Council authorize an expenditure of up to \$15,000 + HST for the purpose of updating/revising the drawings and specifications for the facility upgrades so that the total cost can be more reasonably estimated and the design/tender package ready to issue should a decision be made to do so.
- Given the limited timeframe within which to plan work for the upcoming off-season, lack of external funding options, and potential for a new facility in the coming years, we recommend that the proposed major capital work be deferred in favour of the Municipality carrying out maintenance activities deemed appropriate to reduce the risk of failures in the near-term until such time as the future of the present facility is more certain.
- If Council wishes to extend the life of the current facility, rather than pursue construction of a new facility, it remains the recommendation of staff that a

thorough review of the Building Condition Audit should be carried out to determine the scope of capital repairs or upgrades required or recommended to extend the life of the facility, including any desired accessibility improvements. The scope and timing of repairs / upgrades will vary with the desired service life extension for the facility. Once the scope of repairs / upgrades is determined, updated cost estimates should be obtained to inform budget planning and support any applicable funding applications.

- If Council wishes to move forward with the floor and refrigeration system replacement project staff require Council authorization to proceed with the estimated \$5 million expenditure with an estimated \$1.5 million to be expended in the present fiscal year for the refrigeration equipment. The source of the funds also needs to be confirmed. Based on prior discussions, our ability to move forward with the refrigeration system replacement in 2026 is questionable based on lead times for equipment, however the floor replacement could potentially proceed at an estimated cost of \$1.5 million in the 2026/27 budget if a decision to proceed is made prior to the end of the year.

Attachments:

- 2025-03-04 Briefing Note - Richmond Arena



BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena

March 4, 2025

Relevant Motions

On February 25, 2025, Council made the following motion:

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system, surface piping and cement, and refrigeration compression system and report back to Council.

Motion carried.

Background

Please refer to the attached briefing note dated March 31, 2022, for background information.

Funding

The funding referenced during the Council meeting is assumed to be the Recreation Facility Development Grant Including the Rink Revitalization Fund through the Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage. The deadline for applications for the program was February 14, 2025, and the maximum funding available through the program was \$150,000 or 2/3 of the total project cost (whichever is less).

An initial review has not identified current funding programs that would cover significant capital upgrades / repairs to recreational facilities, however such programs are announced periodically from the Federal / Provincial Governments.

Discussion

Any significant capital works proposed for the Richmond Arena will require sufficient time for planning, Engineering, tendering and procurement for the required materials

and equipment, to ensure that the work can be carried out during the off-season without undue risk to the start of the subsequent ice season.

If it is Council's wish to extend the life of the current Arena rather than pursue a new facility at this time, a thorough review of the Building Condition Audit should be carried out to determine the scope of capital repairs or upgrades required / recommended to extend the life of the facility, including any desired accessibility improvements (the scope and timing of repairs / upgrades will vary with the desired service life). Once the scope of repairs / upgrades is determined, updated cost estimates should be obtained to inform budget planning and support any applicable funding applications.

Financial Implications

The March 31, 2022, memo provides high level costs for some of the work identified in the Building Condition Audit. The estimates are dated and would need to be updated once the scope of work is identified.

Floor / Refrigeration System Replacement	\$2 million (2022 estimate)
Roof Cladding / Recommended Structural Upgrades	\$2 million

Consulting support would be required to update the cost estimates once the desired scope of work has been determined. Fees will vary with the scope of work.

Attachments:

- Meeting Minutes – Regular Council – May 25, 2020
- Briefing Note – Richmond Arena Budget 2022/23 – March 31, 2022
- Briefing Note – Multi-Use Facility Feasibility Study – March 20, 2023
- 2025-26 Grant Guidelines – Recreation Facility Development Grant Including Rink Revitalization Fund

Reference Documents:

- Draft Capital Plan / Building Condition Audit - Richmond Arena – CMEL – January 2019

<https://www.richmondcounty.ca/council/plans-reports-and-reviews/3189-2019-richmond-arena-condition-audit/file.html>

RICHMOND COUNTY MUNICIPAL COUNCIL

REGULAR MEETING

MAY 25, 2020

Location: Videoconference

Present: Councillor James Goyetche, Deputy Warden Alvin Martell
Warden Brian Marchand, Councillor Jason MacLean,
Councillor Gilbert Boucher, CAO Don Marchand

Warden Marchand called the meeting to order at 7:02 PM and asked everyone to stand for the singing of O'Canada.

Roll Call of Councillors

The CAO took roll call of Councillors.

Items Added to the Agenda

Warden Marchand requested and received unanimous consent to add an item regarding compost to the agenda.

Moved by Councillor Boucher seconded by Deputy Warden Martell that the agenda be approved with the item added. Motion carried.

Review of Minutes re:

a) April 27, 2020 Regular Meeting

Moved by Councillor Boucher, seconded by Deputy Warden Martell that the minutes of the April 27, 2020 Regular Council Meeting be approved. Motion carried.

Committee Reports:

a) **Committee of the Whole**

Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that staff proceed with the addition of the Arena ice surface floor and refrigeration system upgrades to the capital list with Gas Tax Funding being a primary source of funding; AND FURTHER MOVED that

the Engineering work proceed as soon as possible and that a report with cost estimates and funding options be provided to Council so that additional funding sources may be identified before proceeding to tender. Motion carried.



Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that five (5) tons of compost be donated to The New Agrarians with the date of donation dependant on availability.

Moved by Councillor Goyetche, seconded by Deputy Warden Martell **that the motion be amended** to read that the donation amount of compost to The New Agrarians be based on information provided by the Director of Public Works with regards to compost availability amounts. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that the donation amount of compost to The New Agrarians be based on information provided by the Director of Public Works with regards to compost availability amounts. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor MacLean that Council accept the recommendation of the Committee of the Whole and that taxes on AAN# 01703838, located at 306 Pondville, D'Escousse, NS, be written off in the amount of \$1104.45, which represents taxes on the dwelling only from March 12, 2019 to March 31, 2020. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor Goyetche that Council accept the recommendation of the Committee of the Whole and that Staff accept an application from a senior resident in District 2 and determine if they meet the criteria for participation in the Municipality's Wastewater project; AND FURTHER MOVED if the application meets the criteria, staff proceed with the installation of a new sewer system in coordination with CBIHA and NSE. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor MacLean that the Committee of the Whole Report for the month of MAY 2020 be adopted. Motion carried.

CAO re:

a) Schedule of Tariffs & Fees – 2020 Election;

Moved by Councillor MacLean, seconded by Deputy Warden Martell that the Schedule of Tariffs & Fees for the 2020 Election be approved with the noted changes. Motion carried.

b) Mayor versus Warden (2020 Election Ballot);

It was the consensus of Council that a decision regarding Mayor versus Warden on the 2020 Election Ballot be withheld pending information from the Provincial Elections Officer.

Deputy Warden Martell declared a conflict of interest and was removed from the meeting.

c) Curbside Collection (Southern Comfort Subdivision) re: Information

It was the consensus of Council that Staff gather additional information regarding curbside pickup at the Cape George Estates subdivision and report back to the Committee of the Whole with the information.

Correspondence re:

Action Required

a) Laurier Samson re: Communities, Culture and Heritage – Letter to Minister of Communities;

Moved by Councillor Goyetche, seconded by Councillor MacLean that a letter be sent, on behalf of Council, to the Minister of Communities, Culture and Heritage regarding the hardship being experienced by Recreation Departments as a result of the pandemic. Motion carried.

Items Added to the Agenda

Moved by Councillor Boucher, seconded by Deputy Warden Martell that compost created at the Richmond County Waste Management Facility be reserved for sale to Richmond County residents only. Motion carried.

“In Camera” Session (Personnel/Legal)

Moved by Councillor Boucher, seconded by Councillor MacLean that the meeting move to an “In Camera” Session at 8:45 p.m.

Moved by Councillor Boucher, seconded by Councillor MacLean that the meeting revert back to Regular Session at 9:13 p.m.

Warden Marchand and Deputy Warden Martell declared conflicts of interest and were removed for the remainder of the In-Camera Session and Regular Session.

Moved by Councillor Boucher,

Councillor Goyetche then relinquished the Chair to Councillor Boucher.

Seconded by Councillor Goyetche that the CAO be instructed to pay the legal expenses related to the legal matter as discussed in camera. Motion carried. (Nay: Councillor MacLean)

Adjournment

Moved by Goyetche, seconded by Councillor MacLean that the meeting be adjourned.

There being no further business, the meeting was adjourned at 9:14 p.m.

CLERK:

CHAIRPERSON

DRAFT



BRIEFING NOTE

Municipality of the County of Richmond

Richmond Arena – Budget 2022/23

Relevant Motions

N/A

Background

The Richmond Arena was constructed around 1976 and measures approximately 120ft x 264 ft. The building received a major renovation in 1999 which extended the west side of the building to house a number of amenities which included a new ice resurfacers room, office, board room, lounge, canteen, washrooms and maintenance shop.

Property Name	Richmond Arena
Street Address	3122 Whiteside Road
City, Province	Louisdale, Nova Scotia
Primary Use	Arena – Single Pad
Foundation	Concrete
Superstructure	Pre-Engineered Steel
Cladding	Prefinished metal siding
Roof Membrane	Galvanized Standing Seam Metal
Reported Year Built	1976; addition in 1999
Reported Building Area	37,275 ft ²

In 2018 the Municipality engaged Capital Management Engineering Ltd (CMEL) to complete a Building Condition Assessment of the Arena and create a draft 25-year capital plan for the property in order to inform long-term capital planning efforts by the Municipality. The final report was issued in January, 2019.

Building Condition Assessment

The Building Condition Assessment (BCA) carried out by Capital Management Engineering Ltd (CMEL) and Campbell Comeau was based on the ASTM Standard Guide for Property Condition Assessments (ASTM E 2018-15). The assessment consisted of:

- Interviews with building managers and staff;
- Review of existing documentation;
- Site visit for visual inspection;

- Identification of actions, with cost estimates, to remediate/repair building;
- Recommendations, with cost estimates, for further investigations if required; and,
- Provision of report.

No physical tests were conducted and no intrusive investigations were performed. The inspection did not include a detailed evaluation of the building's compliance with national and provincial building codes, though it did include a structural review of the roof.

The report identifies physical deficiencies that may be an existing defect or deferred maintenance item or items that have reached or are approaching their expected useful life.

While the report does provide estimates (in 2019 dollars) it does note that the opinions of cost should be used for budgetary purposes only and that actual costs can only be determined through establishment of a detailed scope of work and solicitation or tendering for the work. In addition, the replacement, repair or maintenance items noted in the report should be confirmed with a more detailed investigation and project evaluation prior to implementation.

Structural Assessment (Appendix C of the report)

As part of the Building Condition Assessment (BCA) Campbell Comeau Engineering Ltd were engaged to carry out a structural review of the roof, with particular focus on the structural capacity of the purlins that support the steel roof deck and main rigid frames.

Campbell Comeau Engineering determined the current design loading is approximately double the capacity of the existing rigid frames and 62% greater than the capacity of the purlins. A limited visual inspection of the purlins and rigid frames was carried out, only a small portion are visible from the sides of the building due to the presence of the low emissivity ceiling. The limited visual review indicated that the purlins remain in good condition as do the visible portions of the rigid frames.

CMEL notes that, while these buildings are typically grandfathered into building codes, insufficient loading capacity can pose a risk to building occupants if such loads and risks are not considered or mitigated. The BCA states that a renovation or augmentation to the structure of the building is anticipated to be required at an estimated cost of \$2 million.

Facility Condition Index (Section 5.3 of the report – page 31)

The Facility Condition Index (FCI) is a metric used for assessing the current and projected condition of a building asset. It is defined as the ratio of Accumulated Deferred Maintenance (ADM) costs to the Current Building Replacement Value (CRV). An FCI greater than 10% is considered fair to poor.

The FCI for the Arena in 2019 was approximately 65% with a total amount of accumulated deferred maintenance of approximately \$3.7 million. Without investment the FCI will reach 75% by 2026. **

** The FCI calculation includes an amount of \$2 million to bring the building into compliance with the snow loading requirements in the National Building Code of Canada (NBCC).

If the snow loading issue is excluded from the assessment the FCI would be 30% and would increase to 40% by 2026 without significant investment.

Overall Building Condition

Floor Condition

Among other items, the Building Condition Assessment noted that the slab and in-slab piping as well as much of the refrigeration system components are at end of life and recommended for replacement.

The concrete floor does have a significant amount of cracking and unevenness. The Municipality previously carried out extensive repairs on the in-floor piping to replace the "u-bends" near the ends of the ice surface. While there has been leaks in the floor the Municipality has been fortunate in that there have been no major leaks during the ice season.

In 2020 The Municipality issued an RFP for design of a new floor and refrigeration plant and awarded the work to I.B. Storey. The completed design and tender documents were received in late 2020 and are ready to issue for tender should Council decide to proceed with the work.

Refrigeration Plant - R-22

The refrigeration plant is dated. While it has been maintained regularly it is also expected to require significant investment in the near-term, especially in light of the fact it still uses R-22 refrigerant that is being phased out by government due to its environmental impact. R-22 can no longer be imported and the present supply is limited to recycled product which means servicing the equipment is becoming more difficult and costly.

There are commercially available refrigerants that are "drop-in" replacements for the existing refrigeration plant (R453A); however conversion can be costly and requires some modifications to the equipment due to the different physical and performance characteristics. The compatible refrigerant is also less efficient which may be

problematic during the shoulder seasons when we require higher capacity and would increase energy usage at the facility.

The Municipality still has access to recycled R-22 refrigerant through our service provider, however if there were to be a major loss of refrigerant or if supply became an issue we would need to consider converting to R453A.

Mould Issues

A significant mould remediation was carried out in 2020 at a cost of approximately \$20,000. While mould has been an issue in the past it was observed to be more widespread at this time, presumably due to inactivity in the building during the off-season resulting in less ventilation of the space.

Staff are taking steps to reduce moisture in the building and provide ventilation during the off-season, however the design and operating conditions of the building are such that ongoing issues with mould are anticipated.

Accessibility

In 2017 Nova Scotia passed the Accessibility Act, becoming the third Canadian province to adopt accessibility legislation. The act recognizes accessibility as a human right, and outlines how we will improve accessibility by preventing and removing barriers. It sets a goal of an accessible Nova Scotia by 2030.

We are not yet aware of the scope of changes required at the Arena, the only Municipal owned recreational facility in the County. We expect significant upgrades would be required to meet the minimum requirements.

Building Envelope

There remains a small amount of sheet metal siding original to the building as well as the entire roof over the original facility. In order to address water ingress and the resulting problems, such as mould, replacement of the original cladding should take place in the near-term.

Capital Requirements

Immediate and Short-Term Capital Requirements (0-5 years)

The report identified a number of items as immediate or short-term requirements. As three years have passed since the report was issued there are now long term (6-10 years) items that would be considered short-term (1-5 years) items.

Perhaps the most notable short-term requirement, other than the floor and refrigeration plant, is the roof cladding which will reach end of useful life in 2027 (50 years of age). Roof cladding replacement was estimated at \$307,000 in 2019.

Analysis

If there is a desire to have a municipally owned arena in Richmond County for the long-term there are two options to consider.

1. Proceed with the recommended capital/repair work identified in the Building Condition Audit;
2. Replace the aging facility.

Failure to act in a timely manner will result in increased risk of failure and will also result in inflationary cost increases for either of the options noted above.

Alternatives

- Do not proceed with the recommended work and continue to operate the facility and accept the increased risk of failure and increasing maintenance costs.

Financial Implications

Floor and refrigeration system – at end of useful life
Estimated replacement cost \$2,000,000 (2022 estimate)

Original siding – at end of useful life
Estimated replacement cost \$25,000 (2022 estimate)

Original roof – end of useful life 2027 (50 years of age)
Estimated replacement cost \$307,000 (2019 estimate)

The roof structural work required to comply with present building code requirements is estimated at \$2,000,000

CMEL estimated the replacement value of the building to be \$5,591,250 in 2019 based on a replacement cost of \$150 / square foot and a building area of 37,275 ft². As this value was set in 2019 the present day replacement cost would be considerably higher.

There are limited funding opportunities for the repair work, though the work does qualify for CCBF (gas tax). There have been new facilities constructed in recent years that received provincial / federal funding; two are included in the supplementary document provided in your package.

Recommendation

In light of the impact this decision may have on taxpayers and users of the facility, staff recommend that Council form a committee and consult stakeholders regarding the future of the Richmond Arena. Staff further recommends that money be included in the operating budget to engage a consultant to work on conceptual plans for a new facility with the committee.

It is the opinion of staff that if Council wishes to continue to operate an Arena in the long-term that serious consideration be given to construction of a new multi-purpose recreational facility rather than making a multi-million dollar investment in the present facility which is approaching 50 years of age.



BRIEFING NOTE
Municipality of the County of Richmond

Multi-Use Facility Feasibility Study
March 20, 2023

PURPOSE

The purpose of this briefing note is to seek Council approval of additional funds in order to proceed with award of the tender for the Feasibility Study for a new Multi-Use Facility.

CURRENT SITUATION

The Capital Investment Plan approved with the 2022/23 Municipal budget included \$50,000 from operating to carry out conceptual planning for a new recreation facility. The scope of the study was revised/expanded to carry out a feasibility study for a multi-use facility and to provide the level of detail required to apply for Provincial / Federal funding should Council wish to pursue the project once the feasibility study has been completed.

ACTION REQUIRED

Staff are seeking Council approval to commit up to an additional \$80,000 in the 2023/24 budget in order to cover the costs of the expanded study (consulting fees, direct-mail and printing costs, venues for consultations, etc). Due to the desire to have the work commence as soon as possible we are seeking approval to proceed prior to approval of the 2023/24 budget.

Attachments:

Introduction

The Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage leads government efforts, and collaborates with communities, to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. It supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

Program Description

Communities, Culture, Tourism and Heritage (CCTH) offers the **Recreation Facility Development Grant** program to help develop facilities where community members participate in quality sport, physical activity, and recreation. This program includes the **Rink Revitalization Fund (RRF)**, which helps organizations that operate rinks to invest in needed repairs and upgrades.

This program is for projects with total project value over \$30,000. An eligible organization may receive one (1) grant per year, per project. **Eligible projects may apply for up to two-thirds (2/3) of the total project cost, to a maximum request of \$150,000.** This grant is highly competitive. We encourage applicants to base their funding requests on financial need rather than the maximum amount.

Applicants are strongly encouraged to contact a Regional Manager to discuss their project before applying. See page 7 for the contact list.

EDIA Commitment Statement:

- Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.
- We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.
- Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times, at either no cost or at a reasonable rate.

Eligible applicants include:

- Registered associations, non-profit societies with active status in *Joint Stocks*.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools, whose facilities are available for community use (through their Regional Centre for Education and Conseil scolaire acadien provincial).

AND

- applicants must own the property or facility where the work will take place OR maintain a long-term lease of at least five (5) years with the owner of the property. Proof of ownership or lease is required as part of the application.

Eligible Projects

This grant is for projects with a total project value of over \$30,000. See page 6 for other grants if your project does not qualify.

- **Facility development:** recreation centres, pools, rinks, athletic fields, parks, playgrounds, and enhancements to schools for community use and other recreation facilities that promote active living.
 - The Rink Revitalization Fund (RRF) assists organizations who operate rinks or arenas to invest in the revitalization or upgrading of arena/rink infrastructure. Outdoor rinks are considered eligible if it is an investment in permanent infrastructure.
 - For large-scale projects that take several years to complete, such as major renovations or construction, applicants must submit a multi-year development plan and outline the phases of development with pertinent details. Applicants may reapply for funding each year during the length of the project. Funding in one year does not guarantee funding in subsequent years.
- **Upgrades and repairs:** Capital conservation work involving repair and/or replacement needs that form part of the recreation facility's structural or operational integrity.
- **Large equipment:** Purchase of large permanent furnishings or equipment that is essential to facility operations (for example: soccer goals, ice re-surfacer, ice plant components).

Program Criteria

Applications **will be scored** under the following categories:

- Project Need and Planning
- Community Outcomes and Benefit
- Community Engagement and Inclusion
- Project Viability & Sustainability
- Project Budget and Funding

For guidance on meeting Nova Scotia's Accessibility Legislation please see: [*Access by Design 2030: Achieving an Accessible Nova Scotia - Government of Nova Scotia, Canada*](#) and see the [*National Standard CSA-B651*](#) for guidance.

For information on Nova Scotia's Dismantling Racism and Hate Act, please see Equity and Anti-Racism Strategy: [*equity-and-anti-racism-strategy.pdf \(novascotia.ca\)*](#)

Ineligible Projects and Costs*

- The purchase of consumable, non-fixed furnishings and equipment. (For example: tables, chairs, picnic tables, chainsaws, moveable items, sports equipment).
- Regular or preventative maintenance costs, such as the repair of normal wear to components or equipment.
- Legal fees.
- Annual operational expenses.
- The cost of land or building purchase.
- Wages and remuneration for full- or part-time employees or project management cannot be listed as in-kind contributions unless it can be clearly shown that these expenses are project-specific and outside the scope of regular duties.
- Any expenses that may be rebated through an HST rebate are not eligible. If an applicant is eligible for HST rebates, the details of their rebate must be disclosed and clear in the project budget.
- Linear trail expansion and development projects must apply to the Recreational Trail Expansion Program. See page 6 for more details.

**Please see page 6 for other grants if you are ineligible for this grant.*

Funding Parameters

- Only eligible project expenses incurred after the application is submitted, and/or after an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement.
 - Please note that applying or opening a file is not a guarantee of funding.
 - Funding received from other provincial government departments can affect the amount of the grant awarded.
 - If construction is undertaken between the time of opening a file and funding decisions being made, **it is done so at the applicant's own risk**, as funding is not guaranteed.
- Applicants can request no more than 2/3 of the estimated total project cost stated in application.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- All overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional applications for funding can be fully considered.

Application Guidelines

As you develop your application, please follow these important steps:

- Applicants are strongly encouraged to speak with the Regional Manager far in advance of the deadline and before applying. See contact list on page 7.
- Ensure your application is complete and signed upon submission. A checklist is included in Section 6 of the application to help ensure you include all required information. **Incomplete applications may be considered ineligible.**
- If this project is part of a larger/phased plan, **ONLY** include project work for this year/application period.
- Include estimated project start and end dates. Project end dates should be before March 31 of the following calendar year. For example, a project submitted for funding in February 2025, should end before March 31, 2026.

Budget Guidelines

- Have you demonstrated competitive pricing? Please include as much of the following information as you can:
 - Three (3) quotes for all external contractor/supplies (If three quotes are not possible, please provide rationale and/or details on all attempts to secure three quotes from suppliers).
 - OR fully outline, or attach, the procurement process you plan to undertake for this project.
- Have you included details and value of relevant in-kind contributions in **both the project budget AND funding source tables in Section 5?**
 - The value of donated/in-kind contributions of labour and materials should be included as part of total project costs if they are essential to the project.
 - If there is significant in-kind labour as part of your funding sources/contribution, please attach a separate breakdown of in-kind contributions.
 - Unskilled/general labour can be valued at \$20/hour.
 - Certified trade labour or machinery can be valued at market value.
- Have you factored HST and your HST rebate into the project budget and/or funding sources?
- Have you ensured that your request is *no greater than 66%* of total project cost?
- Have you disclosed if you have, or intend to secure, funding from another source?

Application Timeline and Process

- The application package will be available in early December, online and/or from the Regional Office. Please see page 7 for a contact list.
- **The deadline to submit a complete, signed application, is 11:59 p.m. February 14, 2025.**
- Applications can be emailed, mailed, faxed, or dropped off at a Regional CCTH office. If mailed, applications must be post-marked no later than February 14th, 2025.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above. Final decisions will not be made until after April 5th, 2025.

Grant Guidance

For the online CCTH [grant finder tool go here](#), or to see our [grant program guide go here](#).

If your project or need doesn't fit within the RFD guidelines, please consider:

- Community Recreation Capital Grant: for small-scale indoor and outdoor capital recreation projects valued at less than \$30,000.
- Planning Assistance: for funding to support needs assessments, design or feasibility studies of recreation facilities.
- Community Facilities Improvement Program: for upgrades and improvements to community halls that provide a wide range of public programs and services
- Community Accessibility Program: for projects focused on accessibility upgrades of public spaces or facilities (i.e. accessible ramps, washrooms, exits, assistive listening devices etc.). Businesses can apply through the Business Accessibility Program.
- Trail Funding Programs: for trail expansion and development projects. Expression of Interest process opens in the fall of each year.
- Connect 2: for projects focused on Active Transportation investments.
- Legion Capital Assistance Program: for capital upgrades at Legions.
- Heritage Property Program: conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties
- Emergency Services Provider Fund: for equipment purchase(s) related to a fire or emergency situations.

Energy Efficiency Upgrades: If you are applying to energy efficiency upgrades, such as heat pumps, you are strongly encouraged to contact [Efficiency NS](#) to determine if you can get a rebate. This rebate should be named on your application in 'funding sources'.

REGIONAL OFFICES:

CAPE BRETON REGION – Cape Breton Island

Larry Maxwell, Regional Manager

Email: capebretonregion@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

CENTRAL REGION – Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager

Email: centralregion@novascotia.ca

Phone: 902-578-4813

Courier: Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

Mail: PO Box 456, Halifax, NS B3J 2R5

FUNDY REGION – Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, Regional Manager

Email: fundyregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

HIGHLAND REGION – Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager

Email highlandregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, Regional Manager

Email: southshoreregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

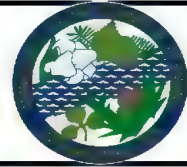
VALLEY REGION – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, Regional Manager

Email: valleyregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7



ACTION LIST 2022-2025

Over 6 mos

Complete

In Progress

Pending

Ref. #	Action Item	Date	Responsible	Time Frame	Status
118	Committee Terms of Reference /Refer the Terms of Reference for council committees that have members of the public to the By-Law/Policy Committee for review. With a focus on member terms, code of conduct, and the onboarding of new members.	11-28-2022	CAO / Municipal Clerk	Immediate	In Progress
400	Climate Emergency Planning / that Council refer to staff to commence a review and further update our climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a Provincial Funding Navigator to investigate any funding opportunities that could be applied for such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).	06-24-2024	CAO	Immediate	In Progress
447	Deer Population / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	12-16-2024	CAO	Immediate	In Progress
453	Exploration of a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park / that Council authorize staff and Council team to work with the Province and Invest NS on how a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park could work. Update: 4-22-2025 that Council write a letter regarding joint management, and a follow-up letter insisting on the inclusion of Point Tupper Heavy Industrial Park lands in an Atlantic Canadian port assessment that are owned by the province of Nova Scotia and Invest Nova Scotia.	12-16-2024	CAO/Warden	Immediate	In Progress
483	Construction and Demolition Debris Landfill Expansion / that Council accept the recommendation of the Committee of the Whole and authorize staff to proceed with the expansion of the Construction and Demolition Debris Landfill, with construction subject to budget approval. & that Council accept the recommendation of the Committee of the Whole and proceed with the engineering work and studies on or after April 1, 2025, at an estimated cost of \$275,000 (exclusive of HST), with the funding to be allocated from CCBF funds.	03-25-2025	Director of Public Works	Immediate	In Progress
501	Lot size restrictions and technology for on-site sewage for unserved areas / that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate lot size restrictions and technology for on-site sewage to allow more flexibility in the creation of lots in unserved areas for the purposes of advocacy and to spur housing development.	03-25-2025	EDPC Staff	Immediate	In Progress
504	Climate Risk Assessment and Prioritized Adaptation Plan Project / that Council pursue Option One (1) in the staff memo, to approve and upload onto the FCM website a signed letter confirming our in-kind contributions to the project as outlined in the package, Council resolution letter, and to attend online education sessions and update information as required.	03-25-2025	ESC	Immediate	In Progress

505	Letter from Rose Merrick, Chair of the River Bourgeois Community Services Society, regarding a request for MOCR to provide funding in the yearly budget for the power/base lights at the River Bourgeois Lighthouse/ that Council refer this issue to staff for further investigation - 09-23-2025 that Council refer the discussion to the By-law/Policy Committee. Moved to the By-Law/Policy Working List - Discussions	03-25-2025	Director of Public Works	Immediate	Complete
511	Planning new areas to have two-lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate specific private road standards for the subdivision bylaw that takes into account serviced/unserviced areas, number of lots, and the process for making roads public, based on best practices across the province.	03-25-2025	EDPC Staff	Immediate	In Progress
522	Receipt of donations policy development/ that Council accept the recommendation of the By-Law/Policy Committee and refer the policy for donations to staff for a report on the feasibility of moving forward with a draft policy.	4-22-2025	Director of Finance	Immediate	In Progress
545	Service Connections for accessory dwellings on lots that are able to be subdivided / that Council direct staff to explore possible revisions to current utility regulations around the hookup of secondary units on the same property, including lots that can be subdivided and those that can not.	5-27-2025	CAO/Director of Public Works	Immediate	In Progress
571	Collection services and post-collection services with Circular Materials/ that Richmond Municipal Council authorize staff to finalize agreements for the collection services and post-collection services with Circular Materials based on the Opt-In Service model under Extended Producer Responsibility Regulations and further that the Council authorizes the Chief Administrative Officer to execute the contracts with Circular Materials once finalized.	06-24-2025	CAO/Director of Public Works	Once finalized	Complete
575	Tax Exemption By-law (By-law 56)/ that Council accept the recommendation of the Committee of the Whole and refer By-law 56 to staff for investigation into the current status of the organizations listed, look at best practises, and potentially some incentives to help with the appeal or review of assessments.	06-24-2025	Director of Finance	Immediate	In Progress
596	Sponsorship procedure / that Council refer the sponsorship procedure back to staff for review, further on to By-Law/Policy for discussion.	06-24-2025	CAO	Immediate	Complete
597	Acadiaville Community Centre Society – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,500 / that Council approve the Acadiaville Community Centre Society grant application for the Tier 2 Community Grant Fund in the amount of \$7,500, to be allocated from as follows: \$500 from the District 1 Funds, \$1,000 from the District 2 Funds, and \$6,000 from the Regional Fund.	07-22-2025	Director of Finance	Immediate	Complete
598	L'Ardoise Jolly Club – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$6,726 / that Council approve the L'Ardoise Jolly Club grant application for the Tier 2 Community Grant Fund in the amount of \$1,000, to be allocated from the District 5 Funds.	07-22-2025	Director of Finance	Immediate	Complete
599	Grand River Presbyterian Church – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,500 / that Council approve the Grand River Presbyterian Church grant application for the Tier 2 Community Grant Fund in the amount of \$7,000, to be allocated as follows: \$3,000 from the District 5 Funds, and \$4,000 from the Regional Fund.	07-22-2025	Director of Finance	Immediate	Complete
600	Village on the Canal Association – Re: Grant application for the Tier 3 Waterfront Development Grant Funds in the amount of \$20,000 / that Council approve the Village on the Canal Association grant application for the Tier 3 Waterfront Development Grant Fund in the amount of \$20,000, to be allocated from the Canada Community Building Fund (CCBF), subject to assessment by staff as to the project's eligibility.	07-22-2025	Director of Finance	Immediate	Complete
601	St. Peter's Pirate Association – Sponsorship Request / that Council approve the St. Peter's Pirate Association sponsorship request in the amount of \$500, to be allocated from the Sponsorship budget.	07-22-2025	Director of Finance	Immediate	Complete

602	Request for a letter/affidavit from Cam Samson, Dundee Hills Vacation Village / that Council authorize the Warden to write a letter of support for Phases 1 to 3 of the Bareland Condominium as a grandfathered campground use, and further, to provide a letter of support in principle for an expansion to the condominium, Phases 4 to 7, subject to amendments to the bylaws.	07-22-2025	Warden	Immediate	Complete
603	ABCC Citizen Appointments/ that Council appoint Katie Cave to the Bras d'Or Lake Biosphere Regional Board and Adam Frederick Pottie to the Inclusive, Diverse, Equitable, Accessible (IDEA) Committee.	09-23-2025	Municipal Clerk	Immediate	Complete
604	Taxi License/ that Council accept the recommendation of the Committee of the Whole and approve the taxi license and taxi driver's license application for Willie's Taxi as discussed in camera.	09-23-2025	Municipal Clerk	Immediate	Complete
605	Recreation Nova Scotia Conference Sponsorship/ that Council accept the recommendation of the Committee of the Whole and accept the staff recommendation to sponsor the Recreation Nova Scotia Conference at the Silver Sponsor level of \$1,000.00, and be allocated from the Sponsorship Budget.	09-23-2025	Director of Finance	Immediate	Complete
606	Admin Opps Report - Richmond Arena updates / that Council accept the recommendation of the Committee of the Whole and direct staff to investigate all possible funding opportunities for the repairs to the Richmond Arena.	09-23-2025	CAO	Immediate	Complete
607	Global Media and Information Literacy Week Proclamation/ that Council accept the recommendation of the Committee of the Whole and proclaim October 24-31, 2025, as Global Media and Information Literacy Week.	09-23-2025	Municipal Clerk	Immediate	Complete
608	CDÉNE, regarding the Celebration Isle Madame/ that Council accept the recommendation of the Committee of the Whole and authorize the Warden to provide a letter of support regarding the Celebration Isle Madame, following a conversation with CDÉNE to explore any opportunities to expand or include other Acadian communities in the broader Richmond County area.	09-23-2025	Warden	Immediate	Complete
609	Hands-Free Cell Phone Policy/ that Council accept the recommendation of the By-law/Policy Committee and repeal the Hands-Free Cell Phone Policy.	09-23-2025	Municipal Clerk	Immediate	Complete
610	Dundee Hills Development Wastewater Management District By-law, By-law #64/ that Council accept the recommendation of the By-law/Policy Committee and proceed with the repeal process of the Dundee Hills Development Wastewater Management District By-law, By-law #64. First Reading Approval: 09/23/2025	09-23-2025	Municipal Clerk	Immediate	Complete
611	Updated appendices of the Comfort Centres Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the following updated appendices to the Comfort Centre Policy: Appendix B: List of MOCR Comfort Centres and Appendix B1: Comfort Centres Map.	09-23-2025	Municipal Clerk	Immediate	Complete
612	Low Income Exemption Program Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the amendments to the Low Income Tax Exemption Program Policy as presented, with the addition of a revision to the policy title by inserting the word "Property" before the word "Tax".	09-23-2025	Municipal Clerk	Immediate	Complete
613	Low Income Property Tax Exemption Program/ that Council accept the recommendation of the By-law/Policy Committee and set the household income threshold at \$30,000 and the property tax exemption amount at \$200 for the Low Income Property Tax Exemption	09-23-2025	Municipal Clerk	Immediate	Complete
614	Municipal Fees Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the Municipal Fees Policy as presented.	09-23-2025	Municipal Clerk	Immediate	Complete
615	By-law/Policy Working List: Policy and Discussion Sections/ that Council accept the recommendation of the By-law/Policy Committee and remove Item 21 (Heritage By-law) and Item 22 (Heritage Property Designation Policy) from the Working List. - that Council accept the recommendation of the By-law/Policy Committee and remove Item 5 (Roaming Farm Animals) and Item 6 (Animal By-law) from the Working List.	09-23-2025	Municipal Clerk	Immediate	Complete

616	PAC Review of Action Items/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to implement a standing agenda item titled "Review of Action Items"	09-23-2025	Municipal Clerk	Immediate	Complete
617	Nova Scotia Department of Agriculture's municipal survey/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct the Director of EDPC to participate in the Municipal Survey on Agriculture in Planning.	09-23-2025	Municipal Clerk	Immediate	Complete
618	Evacuation plan for the Richmond Arena for snow loads/ that Council accept the recommendation of the Recreation Advisory Committee and that staff be directed to prepare a communication and evacuation plan to address the potential to have to close the arena to the public if the snow load on the roof of the Richmond Arena reaches 24 pounds per square foot (psf).	09-23-2025	CAO	Immediate	Complete
619	Appointment of Auditors/ that Council accept the recommendation of the Audit Committee and send out a request for proposal (RFP) for auditors. Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the main motion be amended to add the words " for the term of five (5) years" after the word auditors.	09-23-2025	Director of Finance	Immediate	Complete
620	Year Ending March 31, 2025 Financial Statements/ that Council accept the recommendation of the Audit Committee and approve the draft financial statements of the Municipality for the year ended March 31, 2025, as presented, with the non-substantive changes as discussed.	09-23-2025	Director of Finance	Immediate	Complete
621	Dry Hydrant Policy and Priority List/ that Council accept the recommendation of the Fire Protection Services Committee and direct staff to investigate a Dry Hydrant installation in Cleveland (County Line Road/Riverside Road and Hwy 4 – Southeast side of bridge).	09-23-2025	CAO	Immediate	In Progress
622	GRID funding application/ that Council support an application to the Province's GRID program for the Louisdale Water Distribution System Renewal Project at a total cost of \$500,000, with 50% proposed to be funded by the Utility Depreciation Fund and 50% through the GRID program.	09-23-2025	Director of Public Works	Immediate	Complete
623	ABCC Appointments/ that Council appoint Randall Hussey and Dorothy Booher to the Source Water Protection Advisory Committee; Paula Jesty to the Audit Committee; Jason Jankuloski to the By-law/Policy Committee; Jessica MacDougall to the IDEA Committee; Doug Landry to the RCMP Advisory Board; Daphne Campbell, Natasha Mury, Julisa Stewart, Joe McNamara, Isaiah Bernard and Rodney Diggdon to the Recreation Advisory Committee; Liz Campbell, Steve MacNeil and Robert Wambolt to the Richmond Villa Board; Josie Robinson to the Eastern Counties Regional Library Board; FURHTERMOVE, appoint Councillor Brian Marchand as Councillor representative to the Source Water Protection Advisory Committee; and FURTHERMOVE, that staff re-advertise for the vacant positions on the Cape Breton Local Immigration Partnership and the IDEA Committee.	10-28-2025	Municipal Clerk	Immediate	Complete
623	Richmond Water Utility Source Water Protection Advisory Committee/ that Council approve the re-establishment of the Source Water Protection Advisory Committee, the draft terms of reference, and the advertising for two members of the public to join the committee.	09-23-2025	Municipal Clerk	Immediate	Complete
624	Committees Policy/ that Council refer the Committees Policy to the next By-law/Policy Committee meeting.	09-23-2025	Municipal Clerk	Immediate	Complete
624	Inverness Asylum Commemoration Project/ that Council accept the recommendation of the Committee of the Whole and defer the \$9,000 funding request to budget deliberations.	10-28-2025	Director of Finance	Immediate	Complete
625	National Seniors Day proclamation/ that Council approve the National Seniors Day proclamation request.	09-23-2025	Municipal Clerk	Immediate	Complete
625	Inverness Asylum Commemoration Project/ that Council accept the recommendation of the Committee of the Whole and authorize the signing of the joint project request for provincial support, and acknowledge the Municipality's role in the Inverness Asylum by passing a resolution, engaging the IDEA Committee in its preparation.	10-28-2025	Director of Community Development and Recreation	Immediate	In Progress
626	Recind Motion/ that Council accept the recommendation of the Committee of the Whole and rescind the motion made on June 24, 2025 (Action Item No. 590), which granted \$1,000 to the Framboise Community Centre.	10-28-2025	Director of Finance	Immediate	Complete

627	Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700/ that Council accept the recommendation of the Committee of the Whole and approve the Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700 and be allocated as follows: \$350 from the District 5 Fund and \$350 from the Regional Fund.	10-28-2025	Director of Finance	Immediate	Complete
628	Low Income Property Tax Exemption Program/ that Council accept the recommendation of the Committee of the Whole and approve an extension to the application deadline for the 2025 Low Income Property Tax Exemption Program to December 31, 2025, and that qualified applicants who have paid their property taxes in full receive their exemption amount by rebate cheque.	10-28-2025	Director of Finance	Immediate	Complete
629	Low Income Property Tax Exemption Program Policy/ that Council accept the recommendation of the Committee of the Whole and refer the Low Income Property Tax Exemption Program to the By-law/Policy Committee to change the application deadline to December 31.	10-28-2025	Municipal Clerk	Immediate	Complete
630	MGA Amendments/ that Council accept the recommendation of the Committee of the Whole and refer the MGA amendment, “ Tax reductions due to natural disasters ”, to the By-law/Policy Committee for further discussion.	10-28-2025	Municipal Clerk	Immediate	Complete
631	MGA Amendments/ that Council accept the recommendation of the Committee of the Whole and refer the MGA amendment, “ Allowing tax sale payments to be made electronically ”, to the By-law/Policy Committee for further discussion.	10-28-2025	Municipal Clerk	Immediate	Complete
632	Cost Shared J-Class Roads/ that Council accept the recommendation of the Committee of the Whole and add Touesnard Lane to the list.	10-28-2025	Director of Public Works	Immediate	Complete
633	Cost Shared Paving for 2026-27 J-Class Roads List/ that Council accept the recommendation of the Committee of the Whole and submit an application to the Province for cost-shared paving of the following J-class roads in order of priority: Kings Road, Rockdale; Touesnard Lane, River Bourgeois; Forgeron Road, West Arichat; Sampson Road, L’Ardoise; and Lobster Plant Road, Cape Auget.	10-28-2025	Director of Public Works	Immediate	Complete
634	Permitting practices for standalone buildings/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to prepare a report on how to provide more consistency and less ambiguity for accessory buildings across the County.	10-28-2025	EDPC Staff	Immediate	In Progress
635	Report to consolidate Rich.Co. Land Use By-laws/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to prepare a report outlining the process, scope, timeline, and resources required to overhaul and consolidate Richmond County’s Land Use By-laws, with the goal of improving consistency, reducing ambiguity, and removing barriers to diverse and affordable housing development.	10-28-2025	EDPC Staff	Immediate	In Progress
637	Zoning Areas/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to update the zoning areas for Evanston, Isle Madame, and St. Peter’s to allow a minimum of 4 units as of right.	10-28-2025	EDPC Staff	Immediate	Complete
638	Comfort centres/emergency shelter strategy/ that Council accept the recommendation of the Municipal Emergency Management Advisory Committee and direct staff to investigate ways to improve and expand comfort centres and emergency shelters across the County in preparation for budget deliberations.	10-28-2025	Emergency Services Coordinator	Immediate	In Progress
639	Committee Matrix/ that Council accept the recommendation of the By-law/Policy Committee and remove the St. Anne’s Community & Nursing Care Centre and the Volunteer Fire Department from the Committee Matrix, and add the Richmond Water Utility Source Water Protection Advisory Committee.	10-28-2025	Municipal Clerk	Immediate	Complete
640	Grant Disclosure Policy/ that Council accept the recommendation of the By-law/Policy Committee and adopt the Grant Disclosure Policy	10-28-2025	Municipal Clerk	Immediate	Complete
641	Repeal By-Law 64- Second Reading/ that Council give second reading approval for By-law No.R-100: Repeal of By-law No.64 – Dundee Hills Development Wastewater Management District By-law.	10-28-2025	Municipal Clerk	Immediate	Complete

642	Elected Officials Code of Conduct /that Council send a letter to Municipal Affairs Minister, John MacDonald, requesting that the Provincial Government act quickly in working with Municipalities to better define eligible and/or ineligible complaints, so that the ability of the public to submit complaints is reinstated, and to copy NSFM on that motion requesting that it become an advocacy priority for them.	10-28-2025	Warden	Immediate	Complete
643	RCLN Dolly Parton Imagination Library / that Council support the Dolly Parton Imagination Library Program in the amount of \$2,000, to be allocated from the Council Strategic Initiative Funding.	10-28-2025	Director of Finance	Immediate	Complete
644	Solid Waste Disposal Agreement with GFL /that Council accept the staff recommendation and authorize staff to proceed with final negotiations and execution of the Solid Waste Disposal Services Agreement with GFL Environmental Inc.	11-25-2025	Director of Public Works	Immediate	In Progress
645	Fire protection rates for the St. Peter's – Samsonville and Area Water Utility / that Council accept the recommendation of the Committee of the Whole and form a sub-committee consisting of Richmond County staff and Council, and that Village staff and Commissioners be invited to participate for the purpose of reviewing the full scope of the County/Village relationship, and to provide an update to Council prior to budget deliberations.	11-25-2025	CAO	Immediate	In Progress
646	Grant request from the Friends of St. John's Arichat for the Tier 1 Community Grant Fund in the amount of \$800 / that Council accept the recommendation of the Committee of the Whole and approve the Friends of St. John's Arichat grant request for the Tier 1 Community Grant Funds in the amount of \$800.00 and be allocated as follows:\$400.00 from the District 1 Fund and \$400.00 from the District 2 Fund.	11-25-2025	Director of Finance	Immediate	In Progress
647	Allocation of surplus funds and transfers from the Municipality's Operating Reserve /that Council accept the recommendation of the Committee of the Whole and approve the transfer of \$909,500 from the Operating Reserve as follows: •\$500,000 for landfill closure •\$200,000 for strategic priorities of Council •\$189,500 for the solar PV system, and •\$20,000 for the ECRL Hub Projec	11-25-2025	Director of Finance	Immediate	In Progress
648	Write off of inactive accounts /that Council accept the recommendation of the Committee of the Whole and approve the Finance Department's request to write off the principal and interest associated with the attached inactive accounts in the total amount of \$33,137.34.	11-25-2025	Director of Finance	Immediate	In Progress
649	Exploring opportunities and costs associated with Volunteer Appreciation/Recognition /direct staff, with advice from the Recreation Advisory Committee and checking in with volunteer organizations, to explore the opportunities and costs associated with volunteer appreciation/recognition, to be considered at budget deliberations.	11-25-2025	Director of Community Development and Recreation	Immediate	In Progress
650	Raising the Village request for support for conferences /that Council accept the recommendation of the Committee of the Whole and support the March 26 Wagmatcook Regional Well-Being Conference at \$500.00 and the Richmond County Intergenerational Health Fair to be held in Richmond County in early 2026 at \$1,000.00 to be allocated from the Sponsorship Budget, contingent on both events taking place.	11-25-2025	Director of Finance	Immediate	In Progress
651	Property Valuation Services Corporation to present at a future meeting/hat Council accept the recommendation of the Committee of the Whole and direct staff to contact PVSC to invite them to do a presentation.	11-25-2025	Municipal Clerk	Immediate	In Progress
652	Accessory Buildings in Front /that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Plan Richmond, Plan Isle Madame, Plan St. Peter's, and Plan West Richmond.	11-25-2025	EDPC Staff	Immediate	In Progress

653	Statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard / direct EDCP staff to prepare amending pages to remove section 6.3(3)(c) from the Central Richmond Land Use By-law, and subsequently that staff report back on statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Central Richmond Plan.	11-25-2025	EDPC Staff	Immediate	In Progress
654	Low Income Property Tax Exemption Program Policy /adopt the Low Income Property Tax Exemption Program Policy as presented, with the following changes: <ul style="list-style-type: none"> •Remove "(b)" in section 3.2 •Remove "(b)" and replace the words " in a timely manner " with "within 2 to 3 weeks" in Section 3.3 •Remove "(See section 6)" in Section 4.2 •Add ", up to the limit approved annually by Council" after the word "property" in Section 5.5 •Replace "August 15th" with "December 31st" in Section 5.6 •Replace " balance" with "from previous years" in Section 6.1(d) •Remove section 8.4 and renumber 	11-25-2025	Municipal Clerk	Immediate	Complete
655	Funding request for power and base lighting at the River Bourgeois Lighthouse /that Council accept the recommendation of the By-law/Policy Committee and defer the discussion to budget deliberations to consider a \$400 annual contribution.	11-25-2025	Director of Finance	Immediate	In Progress
656	First Reading Approval/roposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas /that Council give first reading approval for the proposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas and schedule a public hearing.	11-25-2025	Municipal Clerk	Immediate	Complete
657	Emergency Services Provider Fund /that Council approve the Emergency Services Provider Fund application and FURTHER MOVE that the municipal contribution for this application be funded through the Fire Services and Emergency Measures Budget.	11-25-2025	ECS	Immediate	In Progress